



## Call for Applications Mobility a. y. 2025-2026: Double Degree (DD) Programs for Master's Degrees in International Relations and Governo, Amministrazione e Politica (GAP)

This call is open to Luiss students enrolled in the 1<sup>st</sup> year of the Master's Degree in International Relations and Governo, Amministrazione e Politica during the academic year 2024-2025.

<b>Program</b>	<b>Destination</b>	<b>Master's Degree</b>	<b>Available Slots</b>
<a href="#">Political Science with Université Libre de Bruxelles (ULB)</a>	Brussels, Belgium	International Relations (Study Plan Abroad); Governo, Amministrazione e Politica (all tracks)	10
<a href="#">European Studies with University of Salzburg</a>	Salzburg, Austria	International Relations (Study Plan Abroad)	8
<a href="#">International Affairs with Sciences Po Bordeaux</a>	Bordeaux, France	International Relations (Study Plan Abroad)	6
<a href="#">International Relations with China Foreign Affairs University (CFAU)</a>	Beijing, China	International Relations (Study Plan Abroad)	9

**Applications can be submitted from 8 January 2025 to 24 January 2025 by 5:00 pm**

Deadline to apply	24 January 2025 by 5:00 pm
Selection Results	By 21 February 2025
Confirmation of participation	Required within one working day

### 1. General Rules

Selected students will have the possibility to attend courses at the partner university during the mobility and have the credits recognized on their Luiss career at the end of the second year. If compliant with both universities' rules and conditions, regarding credits, attendance, deadlines, academic integrity, etc., participating students will receive two degrees, which will be issued according to each university's procedures.

Selected students will spend abroad the 2<sup>nd</sup> year of the Master's Degree in International Relations or in Governo, Amministrazione e Politica, during the a. y. 2025-2026 and will be registered at Luiss during their stay at the partner university. They will not be required to pay additional tuition fees at the partner university, but they will continue to pay fees to Luiss.



All expenses related to the participation in the program, notably transport, accommodation and food, administrative expenses, costs associated with securing a visa, medical/health/accident insurance, books and personal expenses, will be borne by students. Furthermore, students must comply with all the regulations of both university in order to obtain the two Degrees.

Selected students are required to read and understand the relevant study plan and its rules. The study plan and its rules are to be considered binding to the successful completion of the double degree program. Once selected, students are required to carefully read and sign the document “General Understanding on Mobility for Double Degrees and Structured Exchanges”. Exams passed at the partner university during the mobility period will be transferred to the Luiss career according to the DD study plan. It is not possible to request an official renounce for the registration of the grades.

Selected students for the programs with ULB, Sciences Po Bordeaux and University of Salzburg are eligible for an Erasmus+ grant. The allocation of the grant will depend on the annual fund for Erasmus+ available to the European Commission. Further information on the topic will be shared with students in the summer period (summer 2025).

While every effort will be made to provide students with complete, accurate and timely information, Luiss reserves the right to change, amend, modify or revoke the aforementioned program. Luiss is not responsible for any cancellation or modification due to events beyond its control. If the program is cancelled or modified for these reasons, Luiss will inform all interested students in a timely manner.

## **2. Requirements**

Students will be able to participate in the program only if they comply with the requirements listed in the summary table in point 2.5 “Summary of requirements by program”, respect the agreed timeframes, and have no pending administrative issues with Luiss.

### **2.1 Mandatory Study Plan Abroad**

Only for International Relations students: to take part in the DD, selected students are required to choose the “Study Plan Abroad”, according to the rules for the completion of the study plan<sup>1</sup>. The choice of the major takes place at the end of the first academic year, in the terms and deadlines established by the Luiss Student Office.

### **2.2 Weighted average grade**

The weighted average grade will be calculated based on the data available to the Student Office by 17 February 2025.

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<sup>1</sup> More information: <https://graduate.luiss.it/en/page/student-services/guide-to-the-compilation-of-study-plans>

## 2.3 Exams

Students are required to pass all exams graded on a 30-point scale taught during the 1<sup>st</sup> semester and have the relevant grades registered by 17 February 2025.

Students are strongly encouraged to pass all exams taught during the 2<sup>nd</sup> semester, ahead of the mobility year.

For the DD with ULB, it is mandatory to have completed and registered a minimum of 45 ECTS by the time of application at ULB, ahead to the mobility year. The transcript of records will be required from ULB at the end of the year for the due checks.

## 2.4 Language requirements

### 2.4.1 English language certifications

The language certificates must not be older than two years from the start of the mobility period (1 September 2025). Hence, we will consider as valid the English-language certificates listed at the point 2.5 that have been obtained from September 2023 onwards. Applicants must meet the requirements using a single test.

Please note that documents certifying the enrolment in the Master's Degree in International Relations are not considered as an English certificate for the present call. Only certificates listed in the table at the point 2.5, section "English Language" will be accepted.

For the selection process of this call, the English level achieved in the admission test will not be considered.

If a Luiss student does not possess an English language certification issued by the Luiss Language Center (CLA) nor one of the requested certificates, the student has the possibility to take an ad hoc, free of charge test at the Accademia Linguistica Trinity School di Roma (Via dei Mille, 35) by 21 January 2025. To register, please send an email to the CLA at [cla@luiss.it](mailto:cla@luiss.it) no later than 13 January 2025, by 1:00 pm. Please cc into your email the International Development Office using [international@luiss.it](mailto:international@luiss.it). During the test the use of dictionary or other translation tools is not permitted.

During the registration process, students might opt for taking the test either in person at the Trinity School or online on the dedicated platform, with a final Skype interview for the oral assessment. Thus, students who have not a Skype account yet, are invited to create it in advance. For further information about the test and the language level as stated by Luiss please contact the CLA [cla@luiss.it](mailto:cla@luiss.it) by January 13.

Students not eligible to take the ad hoc test mentioned above but interested in submitting a certificate issued by the Trinity School are allowed to do so but should be aware that this is a fee-paying assessment test, which shall be booked autonomously by the student. The test can be taken at any



moment before the application deadline. The test is available also for students holding other language certificates and/or a CLA language level.

## 2.5 Summary of requirements by program

PROGRAM	Master's Degree	WEIGHTED AVERAGE GRADE	EXAMS	ENGLISH LANGUAGE	Other Pre-Requirements
<b>POLITICAL SCIENCE / UNIVERSITÉ LIBRE DE BRUXELLES (ULB)</b>	<ul style="list-style-type: none"> <li>- International Relations (Study Plan Abroad)</li> <li>- Governo, Amministrazione e Politica (Governo e Amministrazione; Politica e Comunicazione)</li> </ul>	<b>By 17 February 2025:</b> Equal to or above <b>27/30</b>	<b>By 17 February 2025:</b> all exams of the 1 <sup>st</sup> semester must be taken and registered by this date	<p>Only one of the following certificates will be accepted:</p> <ul style="list-style-type: none"> <li>• TOEFL iBT equal or above 91/120 IBT;</li> <li>• IELTS min. 7.0;</li> <li>• Cambridge: CPE; FCE min. grade A; CAE grade B/C;</li> <li>• Duolingo: min. 125;</li> <li>• Accademia linguistica Trinity School di Roma: C1 level;</li> <li>• Luiss Language Center: C1 level ;</li> <li>• International Secondary School Diploma totally taught in English;</li> <li>• Bachelor's Degree totally taught in English.</li> </ul>	
<b>EUROPEAN STUDIES / UNIVERSITY OF SALZBURG</b>	<ul style="list-style-type: none"> <li>- International Relations (Study Plan Abroad)</li> </ul>	<b>By 17 February 2025:</b> Equal to or above <b>27/30</b>	<b>By 17 February 2025:</b> all exams of the 1 <sup>st</sup> semester must be taken and registered by this date	<p>Only one of the following certificates will be accepted:</p> <ul style="list-style-type: none"> <li>• TOEFL iBT equal or above 91/120 IBT;</li> <li>• IELTS min. 7.0;</li> <li>• Cambridge: CPE; FCE min. grade A; CAE grade B/C;</li> <li>• Duolingo: min. 125;</li> <li>• Accademia linguistica Trinity School di Roma: C1 level;</li> <li>• Luiss Language Center: C1 level ;</li> <li>• International Secondary School Diploma totally taught in English;</li> <li>• Bachelor's Degree totally taught in English.</li> </ul>	



<p><b>INTERNATIONAL AFFAIRS / SCIENCES PO BORDEAUX</b></p>	<p>- International Relations (Study Plan Abroad)</p>	<p><b>By 17 February 2025:</b> Equal to or above <b>27/30</b></p>	<p><b>By 17 February 2025:</b> all exams of the 1<sup>st</sup> semester must be taken and registered by this date</p>	<p>Only one of the following certificates will be accepted:</p> <ul style="list-style-type: none"> <li>• TOEFL iBT equal or above 91/120 IBT;</li> <li>• IELTS min. 7.0;</li> <li>• Cambridge: CPE; FCE min. grade A; CAE grade B/C;</li> <li>• Duolingo: min. 125;</li> <li>• Accademia linguistica Trinity School di Roma: C1 level;</li> <li>• Luiss Language Center: C1 level ;</li> <li>• International Secondary School Diploma totally taught in English;</li> <li>• Bachelor's Degree totally taught in English.</li> </ul>	
<p><b>INTERNATIONAL RELATIONS / CFAU</b></p>	<p>- International Relations (Study Plan Abroad)</p>	<p><b>By 17 February 2025:</b> Equal to or above <b>27/30</b></p>	<p><b>By 17 February 2025:</b> all exams of the 1<sup>st</sup> semester must be taken and registered by this date</p>	<ul style="list-style-type: none"> <li>• TOEFL iBT equal or above 91/120 IBT;</li> <li>• IELTS min. 7.0;</li> <li>• Cambridge: CPE; FCE min. grade A; CAE grade B/C;</li> <li>• Duolingo: min. 125;</li> <li>• Accademia linguistica Trinity School di Roma: C1 level;</li> <li>• Luiss Language Center: C1 level ;</li> <li>• International Secondary School Diploma totally taught in English;</li> <li>• Bachelor's Degree totally taught in English.</li> </ul>	<p>Final grade of the Bachelor's Degree equal to or above <b>100/110</b></p>



## 3. Specific Program Rules

### 3.1 DD in Political Science with ULB

#### 3.1.1 Special note on application restrictions

Students with a Bachelor's Degree issued by a university in Belgium cannot apply to the DD Program with ULB.

#### 3.1.2 Exams at Luiss

For this DD, all students are required to register a minimum of 45 ECTS by the time of online application at ULB, ahead to the mobility year.

#### 3.1.3 French language

International Relations students: if selected, you will take the French language course and exam during the mobility year, as part of the Double Degree program. If French is not already in your Luiss study plan, it will be replaced after selection. The course will be recognized in Luiss as the compulsory second language of the Master's Degree in International Relations.<sup>2</sup>

Governo, Amministrazione e Politica students: if selected, you will take the French language course and exam during the mobility year, as part of the Double Degree program. The French language course will be recognized in Luiss as Free course.

To be successfully admitted to the ULB language course, selected students are required to reach a minimum level of B1 CEFR in the French language upon their arrival at ULB. No formal language certification is required.

#### 3.1.4 Graduation

Students will complete their theses during the mobility year with two supervisors, one from each University.

Students will submit the theses to ULB in Spring or Autumn 2026, as per ULB deadlines.

Please note that the earliest available graduation session at Luiss for students taking part in this program will be the Autumn session in the a.y. 2025/2026, to accommodate the availability of the Transcripts of Records.

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<sup>2</sup> If, before being selected for the DD, your second mandatory language is not French, it will be converted into a Free course (0 ECTS) after selection. You can then decide whether to continue attending classes in the second semester and take the pass/fail exam after returning from your mobility or remove the language from your study plan.



If Luiss students fail to submit their theses to ULB in the Autumn session, they will have to enroll to ULB for the academic year 2026-27 (as per ULB deadlines) and will have to pay additional tuition fees to ULB.

## **3.2 DD in European Governance with Salzburg**

### **3.2.1 German language**

If they wish, students participating in this program have the option to attend a German course in Salzburg. The course is not compulsory. Please note that the course has associated fees, which vary depending on the number of hours and the level of language proficiency (ranging approximately from €25 to €75). This course will not be recognized as the mandatory second language requirement for the Master's in International Relations at Luiss. Students will need to take and pass the second language course at Luiss by the end of their first year.

### **3.2.2 Fees**

Students are exempted by tuition fees but are requested to pay € 20 per semester for the student's union ÖH.

### **3.2.3 Graduation**

Students will complete their theses during the mobility year with two supervisors, one from each University.

Please note that the earliest available graduation session at Luiss for students taking part in this program will be the Autumn session in the a.y. 2025/2026, to accommodate the availability of the Transcripts of Records.

Students who will graduate at Salzburg later than October 2026, will be requested to pay for an additional fee of €20 for the first semester of the a.y. 2026-27.

## **3.3 DD Program with Sciences Po Bordeaux**

### **3.3.1 Special note on application restrictions**

Applications by students with French education or background will be evaluated on a case-by-case basis by Sciences Po Bordeaux and Luiss.

### **3.3.2 Second mandatory language**

Selected students will need to take and pass the second mandatory language course in Luiss by the end of the 1<sup>st</sup> year.

### **3.4 DD Program with CFAU**

#### **3.4.1 Chinese language**

Students selected for this program will take the Chinese language course and exam during the mobility year, as part of the Double Degree program. If Chinese is not already in your Luiss study plan, it will be added after selection. The course will be recognized in Luiss as the compulsory second language of the Master's Degree in International Relations<sup>3</sup>.

#### **3.4.2 Graduation**

Students will complete their theses during the mobility year with two supervisors, one from each University.

Students will submit the theses to CFAU starting from Summer 2026, as per CFAU deadlines.

Please note that the earliest available graduation session at Luiss for students taking part in this program will be the Autumn session in the a.y. 2025/2026, to accommodate the availability of the Transcripts of Records.

#### **3.4.3 Special notes on application restrictions**

Applications from students or graduates holding only Chinese citizenship cannot be accepted.

Only students who have obtained a Bachelor's degree grade equal to or above 100/110 are eligible to participate in this program.

#### **3.4.4 Important Notes on the Post-Selection Process**

Please be advised that the documents required for the visa application to enter China will be provided by CFAU in July 2025. It is important to note that the responsibility for applying for the visa through the relevant embassy lies with the students, as this is a personal process.

Upon entry to China, students will be required to provide medical documentation regarding their health status. These examinations can be completed before traveling to China. A list of the required physical checks will be included with the visa and admission documents provided by CFAU in July 2025. Please pay close attention to the specific requirements, such as the hospital's official stamp, doctors' signatures, and original lab results or reports. If students are unable to complete the medical examinations before departure, they will need to undergo the health check upon arrival in China. The cost of the examinations is approximately 400-600 RMB (Chinese renminbi).

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<sup>3</sup> If, before being selected for the DD, your second mandatory language is not Chinese, it will be converted into a Free course (0 ECTS) after selection. You can then decide whether to continue attending classes in the second semester and take the pass/fail exam after returning from your mobility or remove the language from your study plan.



By the end of April 2025, selected students in this program must request a Non-Criminal Records Certificate and have it translated into English in order to complete the CFAU online application process.

#### **4. Application procedure**

Applications can be submitted from 8 to 24 January 2025 by 5:00 pm. To apply, students must complete the application form and upload the required attachments through the web self-service area of the Luiss website<sup>4</sup>. Only applications accompanied by all documentation and received by the application deadline will be considered. Students are encouraged to apply well in advance of the application deadline and to double check the data entered in the application. If an error has occurred in the ranking of the preferences, applicants are required to flag it as soon as possible via email to the International Development Office and in any case no later than 31<sup>st</sup> January 2025. Please note that the request will be reviewed and evaluated, and as a result, approval is not guaranteed.

If students have any questions regarding the documents to upload or require further details about the required documentation, they are encouraged to reach out to the International Development Office for assistance before the application deadline.

Furthermore, students that require compensatory tools or dispensatory measures during the mobility are invited to get in contact with the International Development Office at [international@luiss.it](mailto:international@luiss.it) before applying to the program, in order to get more information on the special provisions guaranteed in the selected destinations.

##### **4.1. Compatibility among DD Programs**

Governo, Amministrazione e Politica students can apply only for the Double Degree Program with ULB.

International Relations students have the option to apply to all the DD Programs (4) included in this Call for Applications. Applicants have the opportunity to apply for one to four options, but it is not mandatory to apply for all available options. We encourage applicants to apply only for the programs they have a real interest in and for which all requirements are met.

Applicants will be required to rank their preferences during the application process.

Students that have been selected for one of the DD included in their list of preference will be automatically removed from the selection procedures of the other DD programs.

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<sup>4</sup>Students are required to carefully read the “Application Instructions” published in the program webpage.

Students who are not selected for any DD program can remain on the waiting list for multiple DDs. If they are offered a place from any waiting list (regardless of their preference) and they confirm their participation, they will then be removed from all other waiting lists.

Refusal or failure to confirm selection for the DD program will result in the applicant's official withdrawal from all the DD programs in this call.

Students who have already been selected for a DD during the final year of the Bachelor's degree cannot apply to these programs.

#### **4.2 Compatibility with the International Student Exchange program**

Eligible students are allowed to apply to the programs included in this Call and for the International Student Exchange program.

Students applying to both Calls who will be selected for a DD must confirm their participation to the DD within the established deadline as detailed in paragraph 7. "Acceptance".

If selected students confirm their participation to the DD, they will be automatically excluded from the selection for the International Student Exchange program and will be removed from the candidates list.

If selected students do not confirm their participation to the DD according to the rules explained in paragraph 7. "Acceptance", they will remain eligible for the International Student Exchange program.

#### **4.3 Compatibility with ENGAGE.EU Program**

The double degree program might be incompatible with some ENGAGE.EU mobility programs. Students interested in both programs are urged to check academic calendars accordingly and ask the ENGAGE office for confirmation.

#### **4.4 Attachments requested in the application**

Please note that the application must be completed through the web self-service. You are required to follow the Application Instructions which are uploaded in the Useful Documents section of the webpage of each program.

To be considered, the attachments must be in English and in PDF, readable, scanned (not photographed), named as follows:  
DOCUMENT\_SURNAME\_DDPROGRAM (e. g. : PASSPORT\_ROSSI\_DDCFAU)

#### 4.4.1 List of the Attachments:

1. English Language Certificate.
2. Curriculum Vitae (in English).
3. ID Card or Passport, depending on the entry requirement for the selected destination<sup>5</sup>.
4. One motivation letter in English explaining your reasons for pursuing a Double Degree program.  
The letter should include:
  - Your personal reasons for applying
  - The academic reasons that make you a good fit for the program
  - Examples of soft skills that make you a suitable candidate (e.g., real life examples of proactivity, adaptability, problem solving skills).
 The letter should be approx. 500 words.  
 Applicants only need to submit one letter for all the programs they are applying to, so there is no need to upload a separate letter for each individual program of interest.
5. Bachelor's Degree diploma, or an equivalent official certification, including the final grade.
6. Other certificates that could benefit your application (optional).

#### 5. Selection

Eligible candidates will be ranked after the assessment of their academic performance and the criteria reported in the table below. The academic performance will be calculated on the data available to the Student Office by 17 February 2025. Candidates are responsible to check its accuracy in due time.

Criterion	Percentage	Details
Weighted GPA	35%	Starting from the minimum valid grade (18/30).
Registered ECTS credits	33%	The academic score will take under consideration all registered credits valid towards one's degree (excluding internships). Credits must be registered <b>by 17 February 2025</b> . Please note that additional courses (corsi liberi) will not be taken into consideration. Credits from early exams will be counted but only up to the maximum score for this criterion, which is 33% of the total score calculation.
English language level	25%	To be calculated according to 6 levels (from A1 to C2) of the CEFR standard
Bachelor's Degree final grade	5%	Starting from 100 and up to 110 cum laude
Registered ECTS credits for Internship	2%	Credits registered in the current academic records for internship.

<sup>5</sup>The passport should be submitted by the application deadline. In case of need to renew it, the passport can be submitted via email to [international@luiss.it](mailto:international@luiss.it) no later than 15<sup>th</sup> March 2025. Students who fail to do so will be excluded from the selection. Therefore, students who do not have a passport or whose passport is due to expire during the year 2025 or 2026 are requested to apply for a new passport and make sure it will be issued in time.

## 5.1 English language proficiency

The English language proficiency will be assessed according to the following table:

Language levels	Cambridge	IELTS	TOEFL IBT	Duolingo	Other
C2.2, C2.1	CPE, CAE grade A	9 – 8.5 - 8	120 - 110	160 - 145	
C1.3, C1.2, C1.1	CAE grade B, C FCE First B2 grade A	7.5 - 7	109 – 91	140 - 125	Bachelor’s degree totally taught in English; International Secondary School Diploma totally taught in English.
B2.4	FCE First B2 grade B	6.5	90 – 75	120 – 110	

### 5.1.1 Bachelor’s Degree and International Secondary School Diploma

To be assigned the corresponding English language level, applicants are required to attach an official certificate (self-certifications are excluded) explicitly stating that the language of instruction and examination is English. Diplomas from International Secondary Schools or Universities that certify courses taken in a bilingual format will not be accepted.

## 5.2 Bachelor’s Degree final grade

Regarding the Bachelor’s Degree final grade, the score will be calculated proportionally to the final grade, from a minimum grade of 100/110 up to a maximum of 110 cum laude.

## 5.3 Ex aequo

In case of ex aequo, curriculum vitae, motivation letter, and knowledge of other languages will be considered. The students may be requested to send documents proving their experiences as declared in the CV.

## 5.4 Privacy Notice

We encourage all applicants to review the Appendix 1, which includes important information about the privacy notice. Understanding these guidelines will help you stay informed about how your data is handled and protected throughout your studies.

## 6. Communication of results

In compliance with current provisions on personal data protection, rankings will not be published. Students will be informed of the result of their own application only. Information such as other candidates’ position in the ranking will not be disclosed. Selected students will receive the communication via-email by 21 February 2025 (date may be subject to change) on their Luiss student e-

mail account. Thus, students are strongly invited to check their Luiss email account every day while the selections are ongoing.

Only for International Relations students: Please note that once the student is selected for the Double Degree, the student will be responsible for enrolling in the Study Plan Abroad.

### **7. Acceptance**

Selected students will be required to confirm their acceptance through written notification within one working day from the notification of results.

In case of refusal or missing notification by the deadline, the following candidate in the waiting list will be recalled. Recalled students will be required to confirm their participation by written notice within one working day.

Any refusal submitted after a candidate has accepted the offer for a slot will be forwarded to the Deputy Rector for Teaching and Quality, who, in collaboration with the Dean of the Graduate School and the Director of Academic Affairs, will assess the justification provided. Refusals deemed inadequately justified will be reported to the Graduation Commission.

### **8. Additional points**

The participation and successful completion of a DD program will provide additional points to the Final Grade of the Master's Degree, according to [Luiss rules](#).



## 9. Useful contacts

### 9.1 For generic queries:

International Development Office  
email: [international@luiss.it](mailto:international@luiss.it)

### 9.2 For program related queries:

<b>Program</b>	<b>Contact person</b>	<b>Email Address</b>	<b>Telephone Number</b>
<a href="#"><u>Political Science with Université Libre de Bruxelles (ULB)</u></a>	Elena Salemi	<a href="mailto:esalemi@luiss.it">esalemi@luiss.it</a>	+39 06 85225954
<a href="#"><u>European Studies with University of Salzburg</u></a>	Elena Salemi	<a href="mailto:esalemi@luiss.it">esalemi@luiss.it</a>	+39 06 85225954
<a href="#"><u>International Affairs with Sciences Po Bordeaux</u></a>	Laura Bernaola Picca	<a href="mailto:lbernaolapicca@luiss.it">lbernaolapicca@luiss.it</a>	+39 06 85225471
<a href="#"><u>International Relations with China Foreign Affairs University (CFAU)</u></a>	Elena Salemi	<a href="mailto:esalemi@luiss.it">esalemi@luiss.it</a>	+39 06 85225954

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## Appendix 1-Privacy Notice

### Informativa ex 13 Reg. 2016/679/UE

#### Prefazione

La presente informativa descrive le caratteristiche del trattamento effettuato dalla Luiss in relazione ai dati personali forniti da coloro che intendono candidarsi alle procedure di selezione per la presente Call for Applications ed evidenzia i loro diritti statutari al riguardo.

L'informativa viene periodicamente aggiornata per tenere conto dell'evoluzione normativa e delle nuove modalità di trattamento dei dati personali.

#### Quali dati personali raccogliamo?

Il Titolare raccoglie e tratta i seguenti dati personali dell'interessato:

- dati identificativi (nome, cognome, passaporto, fotografia);
- dati di contatto (indirizzo permanente, indirizzo attuale, indirizzo e-mail e numero di telefono);
- documenti (es. certificazioni di lingua inglese, lettera motivazionale);
- curriculum vitae.

#### Perché raccogliamo i tuoi dati e perché il loro trattamento è lecito?

Il Titolare raccoglie e tratta i dati personali dell'interessato per il perseguimento delle seguenti finalità:

- per consentire all'interessato di inviare la propria candidatura e quindi partecipare alla selezione per il profilo ricercato (la base giuridica del trattamento è rinvenibile nello svolgimento di un incarico di interesse pubblico o connesso all'esercizio di pubblici poteri ai sensi dell'art. 6, par. 1, lett. e) del Reg. 2016/679/UE, nonché nel rapporto precontrattuale e contrattuale esistente tra l'interessato ed il Titolare);
- gestire, da un punto di vista amministrativo, la selezione dei candidati sulla base della valutazione di merito e del curriculum dell'interessato (la base giuridica del trattamento è rinvenibile nello svolgimento di un incarico di interesse pubblico o connesso all'esercizio di pubblici poteri ai sensi dell'art. 6, par. 1, lett. e) del Reg. 2016/679/UE, nonché nel rapporto precontrattuale e contrattuale esistente tra l'interessato ed il Titolare).

#### In che modo il Titolare del trattamento tratta i tuoi dati personali e per quanto tempo vengono conservati i dati?

I dati personali dell'interessato sono trattati sia in forma cartacea che elettronica (server, database cloud, software, ecc.).

Il Titolare conserva i dati dell'interessato per un periodo di tempo coerente con quanto prescritto dalla legge e tenuto conto del tempo necessario per il corretto raggiungimento delle finalità sopra indicate.

### **A chi comunichiamo i tuoi dati personali?**

- **internamente**

Ai dati personali degli interessati possono accedere esclusivamente i dipendenti del Titolare e altro personale al fine di fornire agli interessati i servizi richiesti e limitatamente ai soli dati necessari a tal fine, in particolare:

- personale amministrativo;
- personale accademico;
- collaboratori.

I nostri dipendenti e altro personale sono stati informati e formati sull'importanza di osservare le regole e i principi che regolano il trattamento dei dati personali.

- **esternamente**

Il Titolare condivide i dati personali degli studenti iscritti con alcuni fornitori che svolgono un ruolo nell'erogazione dei servizi richiesti e che a tal fine sono stati appositamente nominati Responsabili esterni del trattamento. I fornitori che accedono ai dati lo fanno in conformità con la legge applicabile in materia di protezione dei dati e con le istruzioni impartite dal Titolare del trattamento.

Il Titolare del trattamento non condivide i dati personali degli interessati con soggetti esterni, salvo i casi in cui ciò sia richiesto dalla legge o da un'Autorità:

- se ciò è necessario per motivi di sicurezza nazionale;
- per motivi di interesse generale;
- su richiesta delle autorità pubbliche.

### **I tuoi dati vengono trasferiti all'estero?**

I dati dell'interessato non sono trasferiti al di fuori dello Spazio Economico Europeo. Nell'eventualità in cui tale trasferimento si renda necessario, si applicheranno gli istituti previsti dal Titolo V del GDPR.

### **Quali sono i tuoi diritti in qualità di interessato e come puoi esercitarli?**

Il Regolamento generale sulla protezione dei dati (GDPR) dell'Unione europea conferisce all'interessato diritti specifici, in particolare per quanto riguarda l'accesso ai dati, la rettifica dei dati, l'opposizione al trattamento dei dati per scopi commerciali o al trattamento automatizzato dei dati, la cancellazione dei dati, la limitazione del trattamento dei dati e la portabilità dei dati. Gli interessati hanno inoltre il diritto di proporre ricorso all'Autorità Garante per la protezione dei dati personali.

Gli interessati che intendano esercitare i diritti previsti dalla legge possono, senza formalità, inviare una e-mail all' [indirizzo\\_privacy@luiss.it](mailto:indirizzo_privacy@luiss.it) o scrivere al Titolare Luiss Guido Carli in Viale Pola 12, 00198 Roma, Italia, esponendo la loro richiesta e fornendo le informazioni necessarie per identificarli.

I dati di contatto del Responsabile della protezione dei dati (DPO) sono disponibili sul sito web del Titolare del trattamento all' [indirizzo www.luiss.it](http://indirizzo.www.luiss.it).



## **Privacy notice pursuant to art. 13 Reg. 2016/679/EU**

### **Introduction**

This privacy notice describes the characteristics of the processing undertaken by Luiss in relation to the personal data provided by those who intend to apply for selection procedures for the present Call for Applications and highlights their statutory rights in this regard.

The privacy notice is periodically updated to take account of regulatory developments and new methods of processing personal data.

### **What personal data do we collect?**

The Controller collects and processes the following personal data:

- identification data (name, surname, passport, photograph);
- contact details (permanent address, current address, e-mail address and telephone number);
- documents (e.g. english language certifications, motivational letter);
- curriculum vitae.

### **Why do we collect your data and why is their processing lawful?**

The Controller collects and processes the data subject's personal information in pursuit of the following purposes:

- to allow the data subject to send their candidacy and thus participate in the selection for the profile sought (the legal basis of the processing lies in the performance of a task of public interest or connected to the exercise of public authority pursuant to art. 6, par. 1, lett. e) of Reg. 2016/679/EU, and in the pre-contractual and contractual relation between the data subject and the Data Controller);
- to manage, from an administrative point of view, the selection of candidates based on the assessment of the merit and the curriculum of the data subject (the legal legitimacy of the processing lies in the performance of a task of public interest or connected to the exercise of public authority pursuant to art. 6, par. 1, lett. e) of Reg. 2016/679/EU, and in the pre-contractual and contractual relation between the data subject and the Data Controller).

### **How does the Controller process your personal data and how long is the data stored for?**

The data subject's personal data are processed both on paper and electronically (servers, cloud database, software, etc.).

The Controller stores the data subject's data for a period consistent with what the law prescribes and having regard to the time required to correctly achieve the purposes stated above.

### **To whom do we communicate your personal data?**

- **internally**

The personal data of data subjects can be accessed solely by the University's employees and other personnel to provide the data subjects with the requested services and limited solely to the data necessary to that end, in particular:

- administrative staff;
- academic staff;
- collaborators.

Our employees and other personnel have been informed and trained regarding the importance of observing the rules and principles governing the processing of personal data.

- **externally**

The Controller shares the personal data of registered students with some suppliers that play a role in providing the services requested and that have been specifically appointed as external Processors to that end. Suppliers that access data do so in compliance with applicable data protection law and the instructions given by the Controller.

The Data Controller does not share the personal data of data subjects to external parties, except in cases where it is required by law or by an Authority:

- if it is necessary on grounds of national security;
- for reasons of general interest;
- on foot of a request made by public authorities.

### **Are your data transferred abroad?**

The data of the interested party are not transferred outside the European Economic Area. In the eventuality that this transfer is necessary the institutes provided for by Title V of the GDPR will be applied.

### **What are your rights as a data subject and how can you exercise them?**

The European Union's General Data Protection Regulation (GDPR) grants data subject specific rights, in particular, regarding access to data, rectification of data, objection to processing of data for commercial purposes or automated processing of data, erasure of data, restrictions on processing of data and portability of data. Data subjects are also entitled to seek redress through the Data Protection Authority.

Any data subjects wishing to exercise their statutory rights may, without formality, send an e-mail to [privacy@luiss.it](mailto:privacy@luiss.it) or write to the Controller Luiss Guido Carli at Viale Pola 12, 00198 Rome, Italy, setting out their request and furnishing the information necessary to identify them.

The contact details of the Data Protection Officer (DPO) can be viewed on the Controller's website at [www.luiss.it](http://www.luiss.it).