



**Call for Erasmus+ Staff Mobility for Teaching, A.Y. 2024/2025**  
**Application form to be sent to [faculty mobility@luiss.it](mailto:faculty mobility@luiss.it) by February 21 2025.**

**1. Personal data of applicant:**

Last name: \_\_\_\_\_  
First name: \_\_\_\_\_  
Gender: M  F   
Date of birth: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Permanent address: \_\_\_\_\_  
Zip code: \_\_\_\_\_ City: \_\_\_\_\_  
State/ Prov.: \_\_\_\_\_  
tel.: \_\_\_\_\_ Email: \_\_\_\_\_  
Current address (only if different from Permanent address): \_\_\_\_\_  
Zip code: \_\_\_\_\_ City: \_\_\_\_\_  
State/ Prov.: \_\_\_\_\_  
tel.: \_\_\_\_\_ Email: \_\_\_\_\_  
Tax code number (Codice Fiscale): \_\_\_\_\_

Type of collaboration<sup>1</sup> with Luiss:

- Full Professor – Professore Ordinario/Professoressa Ordinaria**
- Fixed-term Full Professor – Professore Straordinario/Professoressa Straordinaria a tempo determinato (ART. 1, CO.12 -L. 230/2005)**
- Associate Professor – Professore Associato/Professoressa Associata**
- Associate Professor (Research)**
- Senior Assistant professor – Ricercatore/Ricercatrice a tempo determinato, “lett. B” (RTDB)**
- Junior Assistant Professor – Ricercatore/Ricercatrice a tempo determinato “lett. A” (RTDA)**
- Assistant Professor (Research)**
- Tenure-track Assistant Professor – Ricercatore/Ricercatrice Tenure Track (RTT)**
- Lecturer**
- Senior Lecturer**

Department/School: \_\_\_\_\_

I have taken part in previous mobility programs: YES  NO

If Yes, please specify: \_\_\_\_\_

<sup>1</sup>Please note that the collaboration with Luiss needs to be in place throughout the entire period during which the mobility will take place.



## 2. Mobility Data:

Proposed dates of mobility (excluding travel days): \_\_\_\_\_

Number of: Teaching days: \_\_\_\_\_ Teaching hours: \_\_\_\_\_

Host university name: \_\_\_\_\_

Host university ERASMUS code: \_\_\_\_\_

Name of the contact person from the host institution: \_\_\_\_\_

Erasmus subject area:

- 0311 Economics
- 0312 Political Science
- 041 Business and Administration
- 0421 Law

Level:

- Bachelor year
- Master year
- Doctoral year



### 3. Provisional teaching program and other useful details

(e.g. objectives of the mobility, added value of the mobility, level of integration into the host university study program, eventual production of new teaching material, extent to which the mobility will strengthen/augment Luiss relations with the partner, mobility towards a potential strategic partner for Luiss, etc.)

### 4. Attachments

- Curriculum Vitae
- Declaration of interest (eg: email, signed letter, etc) from the selected university, confirming the possibility of hosting the candidate for the proposed activity

I have read and understood the Privacy Notice hereunder, and I authorize the processing of my personal data, as per General Data Protection Regulation (GDPR) Reg. EU/2016/679

Date

Signature

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## Privacy Notice ex 13 Reg. 2016/679/EU

### Foreword

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 Call for Erasmus+ Staff Mobility for Teaching a.y. 2024/2025 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

- identifying data (name, surname, place and date of birth, gender and tax number);
- contact data (permanent address, current address, e-mail address and telephone number);
- 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 can be found 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);
- 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 can be found 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).

### 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 of time 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 so as 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 requested services and that have been specifically appointed as external Processors to that end, in particular:

- third parties whose services the Controller avails of to handle tax and accounting aspects of the relationship (for example, banks);
- third parties whose services the Controller avails of to provide insurance;
- third parties whose services the Controller avails of to manage the overall relationship with data subjects.

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).