



Call for Applications Mobility a. y. 2025/2026: QTEM-Quantitative Techniques for Economics and Management-Masters Network

This call is open to:

1. Luiss students enrolled in the 1st year of the Master's Degree in Economics and Finance (all majors, except RoME) or in the Master's Degree in Corporate Finance during the academic year 2024/2025.
2. Students enrolled in the final year of the Bachelor's Degree - both from Luiss and from other Universities - who are willing and able to enrol in the Master's Degree in Economics and Finance (all majors - except RoME) or in the Master's Degree in Corporate Finance during the a.y. 2025/2026¹. Selected students must graduate by the Summer Graduation Session of the a. y. 2024/2025 (July 2025).
3. Graduates in a Bachelor's Degree - both from Luiss and from other Universities - who have not graduated before the Summer Graduation Session of the a. y. 2022/2023 (July 2023) and who are willing and able to enrol in the Master's Degree in Economics and Finance (all majors - except RoME) or in the Master's Degree in Corporate Finance¹.

The total number of available slots for the a. y. 2025-2026 is up to 20. The Commission might decide, by its non-disputable evaluation, to fill none, all or a part of the available slots.

Applications can be submitted from 8 until 24 January 2025 by 5:00pm.

<u>Deadline to apply</u>	<u>24 January 2025 at 5:00 PM</u>
<u>Selection Interviews</u>	<u>3 February 2025</u>
<u>Selection Results</u>	<u>By 7 February 2025</u>
<u>Confirmation of participation²</u>	<u>Within one working day</u>
<u>Confirmation of the destinations for the Fall semester a. y. 2025-26 from QTEaM</u>	<u>March 2025</u>
<u>Deadline for submitting the final GMAT/GRE score, for selected students who handed in the application without the GMAT/GRE certificate</u>	<u>20 May 2025</u>

¹ All QTEM candidates must comply with the minimum curricular requirements of the Masters Degrees they wish to enrol in and follow the procedures contained in the [Graduates Admission website](#).

² Please note that this confirmation is for the program. The ranking of the Fall 2025 destinations of each selected student will be sent to the QTEaM secretariat which will assign the destination by March 2025.



1. General Rules

Selected students will go abroad during the a. y. 2025-26 and stay at up to two different partner universities in two different countries, and will be registered at Luiss during their stay at the partner universities. They will not be required to pay additional tuition fees at the partner universities, but they will continue paying tuition fees to Luiss. Courses will be held in English at the partner universities. In specific cases the access to courses in the local language can be evaluated by the Luiss Academic Coordinator.

Selected students will have the possibility to attend up to two semesters of courses at the partner university/universities mentioned above and have the credits recognized on their Luiss career at the end of the first or second year, depending on the year of the QTEM mobility. If compliant with all the university's rules and QTEM rules and conditions regarding credits, attendance, deadlines, academic integrity, etc., participating students will obtain the final Master's Degree issued by Luiss, plus the QTEM Degree issued by the QTEM network.

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 the QTEM program, as available in Appendix 1 and on the [QTEM website](#), in order to obtain the QTEM degree.

Selected students are required to read and understand the relevant program's rules. These are to be considered binding to the successful completion of the QTEM program. Once selected, students are required to carefully read and sign the document "General Understanding on Mobility - QTEM".

Exams passed at the partner university during the mobility period will be transferred to the Luiss career according to the QTEM study plan which will be agreed upon before the mobility. It is not possible to request an official renounce for the registration of the grades.

Students will be able to participate only if they are on track with the courses included in their study plan and have no pending administrative issues with Luiss.

Please note that, students with mobility to the UK may have to bear expenses related to student visa and healthcare surcharge as part of the application procedure.

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.

1.1. QTEM Partners

QTEM Masters Network is organized in cooperation with the following [partner universities](#).

Country (city)	QTEM academic partner	Short name for QTEM
	Solvay Brussels School of Economics and Management	
Belgium (Brussels)	ULB - Université libre de Bruxelles	SBS-EM
Canada (Montreal)	HEC Montreal Business School*	HEC Montreal
China (Hangzhou)	Zhejiang University School of Management*	ZHEJIANG
China (Harbin)	Harbin Institute of Technology	HIT
China (Suzhou)	International Business School Suzhou, Xi'an Jiaotong - Liverpool University	SUZHOU
France (Nice)	EDHEC Business School	EDHEC
France (Paris)	Université Paris-Dauphine	DAUPHINE
Germany (Frankfurt)	Goethe-Universität Frankfurt Am Main Faculty of Economics and Business Administration	GOETHE
Germany (Munich)	Technical University of Munich - TUM school of management	TUM
Japan (Tokyo)	WASEDA University - Graduate School of Commerce and Graduate School of Economics	WASEDA
Morocco (Rabat)	RABAT Business School – International University of Rabat	RABAT
Netherlands (Amsterdam)	Universiteit van Amsterdam - Faculty of Economics and Business	UvA
Portugal (Porto)	Universidade do Porto FEP - School of Economics and Management	PORTO
Spain (Barcelona)	Universitat Pompeu Fabra – Barcelona School of Management*	UPF - BSM
Switzerland (Lausanne)	HEC Lausanne, Université de Lausanne Faculty of Business and Economics	HEC Lausanne
United Kingdom (Coventry)	Warwick Business School*	WBS
United Kingdom (Exeter)	University of Exeter - Business School	EXETER
Hungary (Budapest)	Corvinus University of Budapest	CUB

*Specifics for destination:

The following QTEM destination will be open only for the Spring semester 2026 and until further notice:

- HEC Montreal
- Universitat Pompeu Fabra – Barcelona School of Management
- Warwick Business School

QTEM destination only for the Fall semester 2025

- Zhejiang University will be open as a QTEM destination only for the Fall semester 2025 and until further notice. We advise only the students of Economics and Finance to apply.

Please also read the further details regarding each destination on the QTEM website for partner's [academic calendars](#).

2. Requirements

Students will be able to participate if they hold the following requirements.

2.1 English language certifications

- 1) The English-language certificates, which must be submitted by the application deadline mentioned in paragraph “4. Application procedure” must not be older than two years from the start of the mobility (1 September 2025). Hence, we will consider as valid the English-language certificates listed below that have been obtained from September 2023 onwards. Applicants must meet the requirements using a single certification:
 - Official English language certificate accepted by the QTEM Network – for the accepted scores and tests please refer to the complete list of [English Requirements for OTEM students](#)
 - Accademia linguistica Trinity School di Roma C1 level
 - Luiss University Language Centre C1 level
 - International Secondary School Diploma totally taught in English
 - Bachelor’s Degree totally taught in English

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

Please note that documents certifying the enrolment in Master’s Degree in Corporate Finance or in Economics and Finance are not considered as an English certificate for the present call. Only the certificates listed above will be accepted.

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 no later than 13 January 2025, by 1:00 PM. Please cc into your email the International Development Office using 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 do not have 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) 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 must note that: this is a fee-paying assessment test, which shall be reserved 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.

2.2 GMAT or equivalent GRE

The following scores are required:

- GMAT Exam Focus Edition certificate with a minimum score of 555/805 (a grade between 595 and 805 is strongly recommended) or an equivalent GRE.

The GMAT/GRE with the required score may be submitted after the application deadline mentioned in paragraph 4. “Application procedure”, though priority in the selection will be given to the students who already possess the aforementioned certificate. The GMAT/GRE with the required score must be in any case submitted no later than 20 May 2025, and, should a candidate fail to do so, he/she will be automatically excluded from the program.

2.2.1 GMAT CODE FOR QTEM

All QTEM candidates must send an official GMAT score to both the QTEM and Luiss. When taking the exam, the student needs to select both the QTEM program (named “QTEM”) AND Luiss University (“Luiss”) to receive a copy of the official score.

Though students can apply to the QTEM call with the unofficial score, selected candidates cannot be admitted to the QTEM network without an official score, so the above-mentioned procedure is very important. If the candidate has taken the GMAT or GRE in the past, they can order an “Additional Score Report” from the test publisher; QTEM will only accept official score reports received in this manner.

The sections required by the QTEM are the ones below:

- GMAT Exam Focus Edition
 - Quantitative Reasoning
 - Verbal Reasoning
 - Data Insight
- GRE
 - Quantitative Reasoning
 - Verbal Reasoning

Further information on the GMAT and GRE is available on the [QTEM web page](#) and on the online forum [Understanding and preparing for the GMAT](#), organized by QTEM and GMAC.



3. QTEM Program Rules

In order to obtain the QTEM Degree, students will need to:

- do 1 or 2 exchanges (Track 1: one exchange / Track 2: two exchanges) at up to two different partner universities, in two different countries
 - students must successfully complete a minimum of 22 semi or highly quantitative credits on average per QTEM exchange
- do 1 quantitative internship of at least 240 working hours
 - The internship submission and evaluation will be managed through the QTEM intranet, via the Paperless Internship Manager (PIM) – further information is provided to selected students through the QTEM Internship Handbook.
 - As the internship is compulsory in order to obtain the QTEM Degree, QTEM and Luiss will provide support on the research of the position, nonetheless students are the sole responsible to secure a work position or internship. Selection procedures are autonomously conducted by the companies and both QTEM and Luiss are not to be held responsible for the work/internship selection result.
- pass the [QTEM GLOBAL BUSINESS ANALYTICS CHALLENGE](#) [GBAC], which consists in:
 - Two online courses:
 1. Data science course: At the end of the course, students should be able to use and manipulate large databases (preferably with python and/or R) to create new knowledge. It includes acquiring, cleaning, analyzing and communicating data.
 2. Digital leadership course: At the end of this course, students should be prepared to collaborate in global, distant and multicultural teams. Students should also be aware of the challenges and opportunities of collaborating in a digital world.
 - Followed by the QTEM Data Challenge (QDC): a project work where 3 QTEM are divided in international teams and work remotely to provide creative solutions and recommendations to a company by analysing exclusive data provided by the company.

3.1. QTEM Modules

A QTEM Module is a recognition of a topic / functional specialization awarded to a QTEM student upon successful completion of a minimum of 20 QTEM credits of courses in the same QTEM Module, during the whole 2 years of QTEM Master’s program.

The available QTEM Modules are the following:

QTEM Modules	QTEM sub-Modules (as per the QTEM course database)
Finance and Risk Management	<ul style="list-style-type: none"> • Controlling & Accounting • Finance - Actuarial Sciences • Finance - Banking and Management of Financial Institutions • Finance - Corporate Finance • Finance - Financial Markets and Derivatives • Risk Management



QTEM Modules	QTEM sub-Modules (as per the QTEM course database)
Applied Economics and Public Policy	<ul style="list-style-type: none"> • Microeconomics, Contract & Auction Theory • Policy-Making, Regulation and Pricing • Tax Management and International Optimization Strategies • Macroeconomic Models and Forecasting, Computational Economics
Innovation and Strategy	<ul style="list-style-type: none"> • Entrepreneurship • Strategy; Industrial Organization; Applied Game Theory
Marketing and Supply Chain	<ul style="list-style-type: none"> • Marketing and Sales • Supply Chain, Operations and Logistics Management
Business Intelligence and Big Data	<ul style="list-style-type: none"> • Quantitative Techniques & Tools • Business Intelligence

The awarded QTEM Module(s) will appear on the final QTEM Certificate, with a maximum of two Modules.

4. Application Procedure

Applications can be submitted from 8 to 24 January 2025 by 5:00 PM. In order to apply, students must complete the application form and upload the required attachments through the web self-service area of the Luiss website.

In order to apply, graduates and non-Luiss students must send the application form duly filled out and signed in PDF format, with the required attachments, to the International Development Office (international@luiss.it). The application form can be found in the Appendix 3 of this Call for Applications. 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.

In case of doubts about the documents to upload or to get further information about the requested documents, students are invited to contact the International Development Office (international@luiss.it) before the application deadline. Furthermore, students that might require special provision during the mobility are invited to get in contact with the International Development Office before applying to the program, in order to get more information on the special provisions guaranteed in the selected destinations. The International Development Office reserves the right to request further details or documents to applicants.



Applicants are required to rank³ at least 5 destinations among the QTEM partner universities mentioned in paragraph 1. [QTEM partners](#), according to the academic offer of the partner universities, the [academic calendars](#) and their preference. In the 5 destinations ranking, please consider any potential overlap in the academic calendars between the Fall and the Spring semester and any restriction related to a specific partner University. The ranking must take into account the compatibility with the Luiss academic offer, based on their Master's Degree, major and year of mobility. Hence, applicants need to check the courses offered by the partner universities on the [QTEM course](#) database.

4.1. Compatibility with Double Degree Programs

Eligible students enrolled in the 1st year of the Master's Degree are allowed to apply to QTEM and Double Degree (DD) Programs. Should they be selected and confirm their participation to QTEM within the established deadline, they will be automatically excluded from the DD programs they have applied for.

If selected students do not confirm their participation to QTEM according to the rules explained in paragraph 7. "Acceptance", they will remain eligible for the DD programs they have applied for.

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

Eligible students enrolled in the final year of the Bachelor's Degree or Graduates, who will confirm their participation to QTEM for the mobility 2025-2026, will not be allowed to apply for the DD programs published in March 2025.

4.2. Compatibility with the International Student Exchange program

Eligible students are allowed to apply to QTEM and the International Student Exchange program.

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

If selected students confirm their participation to QTEM, 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 QTEM according to the rules explained in paragraph 7. "Acceptance", they will remain eligible for the International Student Exchange program.

³ Please note that this ranking is referred to the Fall semester 2025 mobility only. The ranking to the Spring semester 2026 mobility will be asked to selected students on a later date.



4.3 Compatibility with ENGAGE.EU Program

QTEM 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 for Luiss' Students

Please note that for Luiss' students the application must be completed through the web self-service. You are required to follow the instructions on the program webpage.

To be considered, the attachments must be in English and in PDF, readable, scanned (not photographed), named as follows: DOCUMENT_SURNAME_PROGRAM (e. g.: PASSPORT_ROSSI_QTEM).

File formats other than PDF will not be read by the system and, as a consequence, will not be evaluated. Please also see the Application Instructions published on the program webpage.

List of the Attachments:

1. English Language Certificate;
2. GMAT/GRE certificate, if available;
3. Curriculum Vitae (in English);
4. ID Card or Passport, valid for the destination selected⁴;
5. 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.
6. Other certificates that could benefit your application (optional).

Only for students taking part in an international mobility programme during the 1st semester of the a. y. 2024-25 for whom the grades have not yet been registered into their student careers:

7. A self-declaration by the student indicating the exams passed at the partner university and the proposed recognition in the Luiss student career;
8. Print-out/Screenshot of exams passed at the partner university during the mobility program, if available

These documents will only be used for this selection process. For the formal recognition of credits and grades into the Luiss student career please refer to the relevant procedure of the Student Exchange Office.

⁴ Students commit to renew their passport should the expiration date not cover the whole mobility period and depending on the partner university's requests.



4.5 Attachments requested in the application for bachelor graduates and non-Luiss Students

Please note that for bachelor graduates and non-Luiss students the application must be completed through the application form available at the following [link](#).

To be considered, the application form and required attachments must be sent to international@luiss.it by the deadline to this call. The attachments must be in English and in PDF, readable, scanned (not photographed), named as follows: DOCUMENT_SURNAME_PROGRAM (e. g.: PASSPORT_ROSSI_QTEM).

List of the Attachments:

1. Latest transcript of records including the weighted average grade, credits and grades obtained;
2. Transcript of records with indication of the Bachelor's Degree final grade, the weighted average grade and the list of exams;
3. English Language certificates;
4. GMAT/GRE certificate, if available;
5. Curriculum Vitae (in English);
6. ID Card or Passport, valid for the selected destination⁵;
7. 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.
8. Other certificates that could benefit your application (optional).

5. Selection

An Academic Commission nominated by the Dean of the Graduate School will select students on the basis of a non-disputable evaluation. The Commission can also include representatives of QTEM Corporate Partners.

The selection follows a 3-step process:

Step 1: Eligible candidates will be ranked following the criteria below into two different lists: one for Bachelor students and one for Master students.

⁵ Students commit to renew their passport should the expiration date not cover the whole mobility period and depending on the partner university's requests.



For candidates with a score above 615 GMAT Exam Focus Edition/ equivalent GRE

Students	GMAT/GRE level	Criteria
Both for Bachelor and Master Students	Score > 615 GMAT Exam Focus Edition/ equivalent GRE	Students will be ranked only according to the GMAT/GRE score

For candidates with a score between 615 and 555 GMAT Exam Focus Edition / equivalent GRE or without a GMAT/GRE

Students	GMAT/GRE level	Criteria
	555 < GMAT Exam Focus Edition < 615	Students will be ranked on the basis of their academic performance weighted as: 50% GMAT/GRE; 20% credits; 30% weighted average grade
Master Students	No GMAT/GRE	Students will be ranked on the basis of their academic performance weighted as: 35% GMAT/GRE; 35% credits; 30% weighted average grade.
	555 < GMAT Exam Focus Edition < 615	Students will be ranked on the basis of their academic performance weighted as: 35% GMAT/GRE; 35% credits; 30% weighted average grade.
Bachelor Students	No GMAT/GRE	30% weighted average grade.

Please note that the academic performance will take into consideration all credits (including Internship/Project Work and “Other Activities”) eligible for graduation obtained and registered by the deadline of the call, without exceptions. As they are not part of the mandatory curriculum, “additional courses” (corsi liberi) cannot be considered during the evaluation.

Achieving a GMAT/GRE below the required score (555 for GMAT Exam Focus Edition) is equivalent to not having a GMAT/GRE and will therefore not be included in the academic performance.

The academic performance will be calculated on the basis of the data available to the Student Office by the deadline of the call (24 January 2025 at 5:00 PM). Candidates are responsible to check its accuracy in due time. The weighted average grade considered for this selection procedure will be the one registered by the application deadline.⁶

In case of ex aequo, the academic background, motivation letter, previous international mobility experiences, internship experiences, the Bachelor final grade (if available) and knowledge of other languages will be considered. The students may be requested to send the relative documentation of experiences declared in the CV.

⁶ For students taking part in an international mobility program during the 1st semester of the a. y.2024-2025, the registration of the exams taken during the international mobility program depends primarily on the partner universities timing. For these kind of students for whom the grades have not yet been registered into their student careers: the number of credits considered will take into account those obtained during the 1st semester mobility period according to the documents provided in the application (please see Appendix 2 for further details).



The Academic Commission will rank eligible candidates and summon all or part of the candidates to the interview.

Step 2: An interview, which will be held partially or fully in English, will be carried out by one or more members of the Academic Commission and the International Development Office; additional members from the QTEM Corporate Partners may take part to the interview. Taking into consideration Step 1, the interview will focus on the motivation, the academic background⁷ and the previous academic or professional experiences⁸ of the candidate and is a key part of the selection process.

The candidates will be selected and ranked by the Academic Commission after the interview. As a result of the interview and the analysis of the additional required documents, the Commission has the right to revise the initial ranking and to exclude a candidate if not considered suitable for the program.

Step 3: Luiss will select up to 20 students and their names, together with their university preferences, will be communicated to QTEM's Central Office (QTEaM) that will rank students also considering the candidates selected by the other QTEM partner universities. The QTEaM will assign the destinations for the Fall semester (a. y. 2025-26) to selected students by March 2025.

5.1 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. Communications 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. The communication will take place by e-mail to the applicants' Luiss student email account by 7 February 2025. Thus, students are strongly invited to check their Luiss email account every day while the selections are ongoing.

Only for candidates who apply without the required GMAT/GRE score: the selection results are considered provisional until selected students comply with the requirements specified in the paragraph 2. "Requirements".

⁷ The academic background of students enrolled or graduated in a Bachelor's Degree from a field other than Economics, Finance, Management, or Marketing will be assessed by the Commission on a case by case basis.

⁸ Other topics could be decided by the Commission.

Only for candidates in the final year of their Bachelor's Degree and graduates: the selection results are considered provisional until selected students enroll in the applicable Master's Degree for the a. y. 2025-26, by following the procedure specified in the Graduates Admission website. Candidates in the final year of their Bachelor's Degree that have been selected must graduate by the Summer Graduation Session of the a. y. 2024-25 (July 2025).

7. Acceptance

Selected students will be required to confirm their acceptance through written notification within one working day from the communication 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 to QTEM will provide additional points to the Final Grade of the Master's Degree, according to [Luiss rules](#).

9. Useful contacts

For generic queries:

International Development Office
email: international@luiss.it

For program related queries:

Cristiano Rimessi
Email: crimessi@luiss.it
phone: +39 06 8522 5592

Published on 2nd December 2024.

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 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.



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 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.