



Call for Outgoing research Mobility Period, A.Y. 2025/2026
Application form to be sent to faculty@luiss.it by March 14, 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 (if different from the permanent address:

Zip code: _____ City: _____

State/ Prov.: _____

tel.: _____ Email: _____

Tax code number: _____

Type of collaboration¹ 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)**

Department: _____

I have taken part in previous mobility programs: YES NO

If Yes, please specify: _____

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



I already have other funds to contribute to the proposed research period abroad: YES NO

If yes, please specify: _____

2. Mobility Data:

Proposed period for the mobility² (if you chose to split the period in two periods of around 2 weeks each, and the two weeks are foreseen in different terms, please chose both terms here below):

- Fall Term 2025
- Spring Term 2026
- Summer Term 2026

Proposed length of the mobility period: _____

Hosting University name: _____

Hosting University Department/Faculty/Research Centre: _____

Subject Area of the Research activity: _____

Co-Author of the Research Paper (Name and Position at the Hosting University):

Title of the proposed Research Paper:

Purpose and expected outcome of the mobility period:

(Please explain why you feel it would be important for you to benefit from this opportunity and how do you think this mobility period would both enhance your research and in general effect your personal experience, skills etc..)

²Please note that the period should be chosen to avoid interference with other previous commitments with Luiss (including, but not limited to, teaching commitments etc.)



How would this mobility period abroad contribute to create the basis to apply for funded research projects (ie: ERC/Horizon) (if applicable)

Further comments:

3. Attachments

- Curriculum Vitae
- Abstract of the Research for the proposed visit
- Invitation letter signed buy the co-author of the research paper on behalf of the hosting institution clearly stating:
 - The Purpose of the visit (research paper)
 - The period and the duration foreseen for the visit
- Relevant Scientific Publications (up to maximum 3)
- Copy of a valid ID

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

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 Outgoing Research Mobility Period, A.A. 2025/2026 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 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.