**Venice International University Erasmus+ Mobility Consortium  
Short-term Doctoral Mobility to EUROPEAN PARTNER UNIVERSITIES (Belgium, France, Germany, Slovenia)**

**Key Action 1 – Higher Education 2023-2024**

**Application Form**

*Please complete the form (sections A & B), sign the data protection notice on the last page, scan, and return, together with all required documents as indicated in this application form and corresponding call for applications by email to* [*erasmus@univiu.org*](mailto:erasmus@univiu.org)

* *CV*
* *Motivation Letter*
* *Transcript of Records*
* *Certificate of Enrolment*
* *Learning Agreement*
* *Certification of participant with fewer opportunities*
* *Language certificates*

If your mobility application is approved, you will have to submit to VIU evidence of approval of your department/home university before departure.

1. **Personal Information**

|  |  |
| --- | --- |
| Title |  |
| First Name/ Last Name |  |
| Italian Fiscal Code |  |
| Email |  |
| Home University in Mobility Consortium |  |
| Subject/ Department |  |
| Indicate other scholarships/ grants already receiving to support studies, including contributions for living abroad |  |
| Indicate previous Erasmus+ mobility activities |  |
| Previous VIU Intensive Graduate Activity(ies) completed | PhD Academy:  Graduate Seminar:  Summer School: |
| Start and expected end of PhD degree programme |  |
| Supervisor at home university (name, department, email) |  |
| Support of Supervisor at home university | I, a Doctoral Candidate (PhD), confirm that  this plan has been discussed with my home university supervisor  they will support my mobility as part of my PhD programme  they will be responsible to sign the required Erasmus+ Learning Agreement and recognize this as beneficial to my PhD work. If applicable, the acquired ECTS will be transferred. |
| I agree that | this application may be shared and discussed with the VIU Erasmus Office and the International Office/Erasmus Office at the host university  my data is processed by the Erasmus Office  in case of approval, my data will be registered in the Beneficiary Module  a mobility longer than 2 months is not beneficial towards my degree |
| Additional support Do you require additional support for a disability? | yes  no |
| Are you a participant with fewer opportunities? | yes  no |

**B. Erasmus+ Short-term Doctoral Mobility Plans: Proposal of Mobility Plans / Expected content and benefits**

|  |  |
| --- | --- |
| Name of host university/ organisation |  |
| Country |  |
| Potential Supervisor at host university (name, department, email) who will host and sign mobility documents | 1.  2.  3. |
| Estimated travel distance (km) from your home university to host | (use <http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm>) |
| Language of mobility |  |
| Dates of proposed mobility | Date of outward travel:  First day of activity:  Final day of activity:  Date of return travel:  Number of days (excluding travel days): |
| Proposed activities  (tick all that apply) | Courses  Tutorials/seminars  Thesis research activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Distance online courses  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Describe the progress of your research activity: | |
| Please provide here a description of the agreed activities along with the individual benefits and/or institutional value for host and sending institution. Include the overall objectives of the mobility and expected outcomes: | |
| Short description of the planned work/research/learning experience (scope should be minimum 3 ECTS or 30 hours/week): | |
| Date | Candidate’s Signature |
| Date | PhD Supervisor signature (Home University) |
| Date | Host supervisor signature (can be signed after submission of application) |

Please send to [erasmus@univiu.org](mailto:erasmus@univiu.org)

The application form constitutes a declaration in lieu of certifications (art. 46 Presidential Decree 28.12.2000 n. 445), therefore false declarations, in addition to leading to exclusion from the selection and the forfeiture of the interested party from any benefits obtained on the basis of an untruthful declaration, are criminally sanctioned pursuant to art. 76 of Presidential Decree no. 28.12.2000. 445.

Submission of the application to participate in the selection implies acceptance by the candidate of the rules contained in the call for applications and in the aforementioned rules and regulations. Participation in the procedure implies, as acquired in advance, consent to the release of the documents presented and the documents of the procedure.

**Data Protection Notice**For Erasmus+ Mobility applicants

The EU General Data Protection Regulation (GDPR) is in effect from May 25, 2018. GDPR harmonizes data privacy laws across Europe.

Venice International University is updating its procedures and organizational processes in order to be fully compliant with GDPR. You may receive further updates regarding your rights, and what VIU is doing to meet its responsibilities and guarantee your data protection.

**Information you need to know:**Venice International University is the Data Controller for your information.   
This Data Protection notice explains how we use your personal data and your rights regarding that information.

The information provided here applies to the use, sharing and disclosure of your personal data by Venice International University as part of the management of the Erasmus+ mobility program.

**What information are we collecting?**VIU acquires your personal data via the VIU Erasmus+ Mobility Consortium short term doctoral mobility application form and/or during any other application processes related to the VIU Erasmus+ mobility program for which you applied.

Personal data is any information which relates to a living person, and from which they can be identified.

VIU will use the personal data you provide on the application form, together with the supporting documents requested and any additional details provided by your home university, or any referee or recorded during any interview process. This data will include your name, date of birth, email and postal addresses, telephone numbers, academic record etc.

VIU may, in rare cases and for specific purposes, collect sensitive (special category) personal data (such as disability). According to GDPR, special category data is defined as information about racial or ethnic origins; political opinions; religious beliefs or other beliefs; trade union membership; physical or mental health; sexual life or orientation; criminal allegations, proceedings or convictions.

**Why are we collecting your data?**Venice International University needs to collect and process your personal information in order to perform its educational, pastoral, statutory and administrative purposes and responsibilities to you and others. This processing will take place before, during and after your mobility via VIU.

**How we will use this data?**VIU will process the personal data for institutional and academic purposes (such as academic activities, for research and administrative purposes).

Examples of processing for these purposes include, but are not limited to: processing information about your teaching/training and achievements; your financial relationship with VIU; processing information to enable you to use VIU and auxiliary facilities and to allow effective communication with you; processing information to survey you or to conduct research into academic achievements to enable VIU to improve academic and pastoral provision; and processing information to fulfil our statutory responsibilities.

Participants’ personal information will be stored and processed by electronic and non-electronic means.

Communications to participants’ email addresses will be in order to share information, updates and opportunities regarding VIU Academic Programs, and Venice International University in general.

**If we are sharing your information with others who are we sharing it with?**In the fulfilment of VIU’s responsibilities and purposes, personal information collected by the VIU may be shared among the member universities.

In addition, VIU may disclose your personal information when relevant and as required to other bodies outside of the VIU membership in order to fulfil these responsibilities and purposes. Such bodies include but are not limited to:

\_relevant public bodies, including but not limited to the Questura, embassies and Local Authorities

\_organizations which provide specific services on behalf of VIU, including, but not limited to e-learning services such as Moodle, the Alumni database etc.

**How long is your information kept for?**We must store your personal data for as long as necessary to meet VIU responsibilities. Your information will be kept as part of your student record and may be used in the future to provide records to you, or to your home university. Therefore, data will be stored for an indeterminate period of time.

Other conditions may apply.

**What are your rights and how to enforce them?**The following are your rights that are guaranteed by the EU General Data Protection Regulation, which comes in to effect on May 25, 2018.

* Right to withdraw consent
* Right to be informed
* Right of access
* Right of rectification
* Right to erasure
* Right to restrict processing
* Right to data portability
* Right to object
* Rights related to automated decision-making including processing

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please write to [data.protection@univiu.org](mailto:data.protection@univiu.org)

**How to contact the Italian Data Protection Authority.**Monday – Friday : 10 am -12.30 pm  
Piazza di Monte Citorio n. 121 - 00186 Roma  
Telephone: (+39) 06.69677.2917   
E-mail: [urp@gpdp.it](mailto:urp@gpdp.it)

􀕿 I consent to VIU processing my personal data for the purposes detailed above.

􀕿 I have read and understood how my personal data will be used.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_