

**Venice International University Erasmus+ Mobility Consortium
Staff Mobility for Teaching and/or Training
Key Action 1 – Higher Education 2018/19 – 2019/2020**

*Please complete the form (sections A & B and either C or D), sign the data protection notice on page 7, scan, and return by email to erasmus@univiu.org*

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 |  |
| Home University in Mobility Consortium |  |
| Email  |  |
| Telephone |  |
| Nationality |  |
| Job Title |  |
| Subject/ Department |  |
| Seniority | [ ]  Junior/<10 yrs experience[ ]  Intermediate/10-20 yrs experience[ ]  Senior/20+ yrs experience |
| Previous Erasmus Staff Mobility (via home university or via VIU) | I  [ ]  have [ ]  have not ever participated in an Erasmus Staff Mobility exchangeIf yes, please detail when and where: …………………………………………………………………………. |
| Additional supportDo you require additional support for a disability? | [ ]  yes[ ]  no |

|  |  |
| --- | --- |
| Type of requested activity  | Staff teaching exchange(also complete section C) |[ ]
|  | Staff training mobility(also complete section D) |[ ]
| Name of host university/ organisation |  |
| Country |  |
| Erasmus Code of host university (if known) |  |
| Estimated travel distance (km) from your home university to host (use <http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm>)  |  |
| Language of teaching / training |  |
| Dates of proposed exchange  | Date of outward travel:First day of activity:Final day of activity:Date of return travel: |
| Total number of teaching/ training days |  |
| Total planned teaching/ training hours |  |
| Proposed activities (tick all that apply) | [ ]  Lectures[ ]  Tutorials/seminars[ ]  Research supervision of students[ ]  Distance teaching/online courses[ ]  Problem-based learning/case studies[ ]  Job shadowing[ ]  Participation in a Staff Training Week[ ]  Planning of future Erasmus+ co-operation[ ]  Monitoring of Erasmus+ co-operation[ ]  Own research activities[ ]  Cultural activities |

1. **Staff Mobility Activity Information**

|  |  |
| --- | --- |
| Proposed teaching topic/ title |  |
| Host University Department |  |
| Level of students you will be teaching | [ ]  BA[ ]  MA[ ]  PhD |
| Subject teaching area (using ISCED codes, see: <http://ec.europa.eu/education/tools/isced-f_en.htm>)  | Code: |
| The teaching programme should be agreed with your host before submitting the application. Please provide here a description of the agreed teaching programme. Include the overall objectives of the mobility and expected outcomes:  |
| Contact person at Host University |  |
| Email address of contact |  |
| Signature of host university contact and department stamp\* |  |

1. **Staff Teaching Mobility Specific Information**

\* If you wish, you may submit a letter of invitation instead of requesting the signature and stamp on this form. In this case the invitation should be on letterhead and submitted as a .pdf file

|  |  |
| --- | --- |
| Type of training | [ ]  Workshop/ course[ ]  Job shadowing[ ]  Staff Training Week[ ] Other Please specify ………………………………… |
| Host University Department/Centre/Office |  |
| The training programme should be agreed with your host before submitting the application. Please provide here a description of the agreed training programme. Include the overall objectives of the mobility and expected outcomes:  |
| Contact person at Host University |  |
| Email address of contact |  |
| Signature of host university contact and department stamp\* |  |

1. **Staff Training Mobility Specific Information**

\* If you wish, you may submit a letter of invitation instead of requesting the signature and stamp on this form. In this case the invitation should be on letterhead and submitted as a .pdf file

**Data Protection Notice**For Erasmus+ Staff 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
Staff Mobility for Teaching and/or Training 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 staff mobility at /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.

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

Communications to the staff members’ 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

**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

􀕿 I consent to Venice International University processing my personal data for the purposes detailed above.

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

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

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