

Rome, 5/08/2026

Prot. PEF 485 pos. 7/FC/es

Call for Applications for No. 1 Collaboration Contract within the Project “EUROPEAN NETWORK ON LEARNING, ASSESSING, AND RESEARCHING GOVERNANCE IN ENLARGEMENT (ENLARGE), Project 101238946 ERASMUS-JMO-2025-NETWORKS, CUP J66E25000140006, established at Luiss Guido Carli University.

Position: *Local Project Assistant for ENLARGE*

Duration: 6 months

WHEREAS ENLARGE is a European Erasmus + project (Jean Monnet Debate Policy) intended to provide scientific knowledge regarding the past and potential future enlargements of the European Union;

CONSIDERING the objectives and key facts of the project:

- Project Title: European Network on Learning, Assessing, and Researching Governance in Enlargement (ENLARGE)
- Project Duration: from 01/10/2025 to 30/09/2028
- Funding Scheme: Project funded by the European Commission under the Erasmus+ Programme 2025, Call ERASMUS-JMO-2025-NETWORKS-HEI-EU – Jean Monnet Networks.
- Project Content and Objectives: ENLARGE is a Jean Monnet project that examines the historical evolution of EU enlargement policy in order to assess its impacts and future prospects. Through interdisciplinary research, conferences, Summer Schools, teaching activities, and an online course, the project engages students, educators, and civil society. The ultimate goal is to produce a Policy Paper containing concrete recommendations for European institutions and to strengthen dialogue on enlargement as a driver of integration and progress.
- Project Coordinator: University of Bologna.

WHEREAS through participation in the call submitted in February 2025 and the signing of the Partnership Agreement in 2026, Luiss formally joined the project as a partner;

HAVING REGARD TO the Grant Agreement Ref. GAP – 101238946, signed by the Project Coordinator, all project partners (including Luiss), and the European Commission, which regulates the rights, obligations, terms, and conditions applicable to the grant awarded for the ENLARGE project;

HAVING REGARD TO the National Collective Agreement applicable to collaborators of non-state universities dated 10 December 2015;

HAVING REGARD TO the Luiss’ need to appoint a Local Project Assistant to support the Scientific Coordinators in the implementation of the ENLARGE project.

ARTICLE 1 – PURPOSE OF THE ASSIGNMENT

A comparative selection procedure, based on qualifications and interview, is hereby launched for the recruitment of a Local Project Assistant for ENLARGE, supporting the Scientific Coordinators at Luiss within the framework of the ENLARGE Project (Project 101238946 ERASMUS-JMO-2025-NETWORKS, CUP J66E25000140006).

The activities will include supporting the scientific coordinators of the project in:

- the implementation and monitoring of project activities and related Work Packages

- the organization and coordination of meetings and interactions involving project partners and collaborating institutions;
- monitoring the project website and other related digital tools, in collaboration with the Scientific Coordinators and the administrative offices;
- the planning, organization and monitoring of workflows and processes among academic staff, administrative offices, the project coordinator, project partners, and other stakeholders involved in the implementation of project activities.

ARTICLE 2 – DURATION AND REMUNERATION

The contract shall have a duration of 6 months, approximately from October 2026 **until 31 March 2027**. The remuneration for the assignment is set at **€600.00 (six hundred euros) gross**.

The University reserves the right to assess the possibility of renewing the contract for the same position under the same economic conditions.

ARTICLE 3 – PERFORMANCE OF THE ASSIGNMENT

The assignment shall be carried out within the framework of a relationship that shall not, under any circumstances, constitute subordinate employment. The collaborator shall perform the activities independently, without adherence to specific working hours, and using their own autonomous and independent organization of work.

Place of work: Rome.

ARTICLE 4 – ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements:

- Italian citizenship or citizenship of another Member State of the European Union;
- Master's Degree in International Relations (LM-52), European Studies (LM-90), Philosophy (LM-78), Political Science (LM-62), History (LM-84), or equivalent/recognized qualifications;
- Excellent command of English (certified or to be assessed through an interview);
- Strong interpersonal, communication, and problem-solving skills;
- Ability to manage workflows effectively, including during periods of high workload.

ARTICLE 5 – APPLICATION PROCEDURE

Interested candidates are invited to submit their applications to the **Education Funding Office**. Applications must be sent to **educationfunding@luiss.it** and must include the subject line: ***“Local Project Assistant for ENLARGE”***

The application must include:

- Curriculum Vitae;
- Cover letter;
- Copy of a valid identification document;
- Copy of the degree certificate. For degrees obtained at Luiss, the internal-use certificate downloadable from the Web Self Service platform will also be accepted;
- Any additional supporting documents (optional).

Applications must be submitted no later than 5:00 PM (CET) on 12 October 2026.

Incomplete applications, namely those missing one or more mandatory documents, as well as applications submitted through different procedures or after the specified deadline, will not be considered.

ARTICLE 6 – SELECTION PROCEDURE AND SELECTION COMMITTEE

Candidates will be assessed through a comparative evaluation by a Selection Committee whose judgment shall be final and unquestionable. The Committee will consist of:

- Prof. Thomas Christiansen, Co-Scientific Coordinator of the ENLARGE Project;
- Prof. Maria Giulia Amadio Vicerè, Co-Scientific Coordinator of the ENLARGE Project;
- A member of the Education Funding Office, Dr. Elisa Serri or Dr. Francesca Pandozy.

The Committee reserves the right to request additional documentation or information from candidates in order to acquire further assessment elements.

ARTICLE 7 – AWARD OF THE ASSIGNMENT

The selected candidate must formally accept the assignment by notifying the Education Funding Office via email, in order to proceed with the execution of the contract.

Failure to provide confirmation of acceptance shall be considered a waiver of the assignment.

Upon signing the contract, the selected candidate also undertakes to comply with the provisions of the University's current Code of Ethics.

ANNEX 1

INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA

Pursuant to Article 13 of EU Regulation 2016/679 (GDPR)

Introduction

Luiss Guido Carli University (hereinafter “Luiss”) is an autonomous university offering an advanced educational model. This notice describes the processing activities carried out by Luiss regarding the personal data provided by applicants for collaboration positions, highlighting the rights granted to them by applicable legislation.

This document is periodically updated to reflect current legal provisions and/or new methods of processing personal data, ensuring maximum transparency.

What Personal Data Do We Collect?

As Data Controller, Luiss collects and processes the following personal data:

- Candidate identification data (name, surname, date of birth, place of birth, citizenship, tax code);
- Contact details (residential address, municipality of residence, email address, telephone number);
- Information regarding educational qualifications (degree certificate);
- Copy of an identity document;
- Any additional documents submitted by the candidate.

For What Purposes Are Data Collected and Why Is Processing Lawful?

Luiss collects and processes personal data in order to:

- Allow candidates to submit their application and participate in the selection process described in this Call;
- Manage the administrative aspects of candidate selection;
- Manage the administrative and fiscal aspects related to applications.

The legal basis for processing is the pre-contractual and contractual relationship between the Data Controller and the data subject.

How Are Personal Data Processed and How Long Are They Retained?

Personal data are processed both in paper and electronic formats (servers, cloud databases, application software, etc.). The Data Controller retains personal data for the period required under civil law limitation periods, applicable sector-specific legislation, and the time necessary to properly pursue the purposes outlined above.

With Whom Are Personal Data Shared?

Internal Disclosure

Personal data may be accessed only by employees and collaborators who require them for the provision of requested services and solely for purposes connected thereto, including:

- Administrative staff;
- Collaborators;
- Academic staff.

All employees and collaborators are informed and trained regarding the importance of complying with personal data protection principles and regulations.

External Disclosure

The Data Controller may share personal data with service providers that assist in delivering requested services and that have been formally appointed as Data Processors.

In particular:

- Third parties engaged by the Data Controller to provide services necessary for managing relationships with applicants.

Whenever a provider accesses personal data, it does so in compliance with applicable data protection legislation and the instructions given by the Data Controller.

Personal data will not be disclosed to other third parties without the data subject's consent unless required by law or by a competent authority:

- For reasons of national security;
- For reasons of public interest;
- In response to requests from public authorities.

Are Data Transferred Abroad?

The candidate's personal data are not transferred outside the European Economic Area (EEA).

What Rights Does the Data Subject Have and How Can They Be Exercised?

Under Regulation (EU) 2016/679 (GDPR), data subjects are entitled to specific rights, including:

- Right of access;
- Right to rectification;
- Right to object to processing for commercial purposes or based exclusively on automated decision-making;
- Right to erasure;
- Right to restriction of processing;
- Right to data portability;
- Right to lodge a complaint with the competent Data Protection Authority.

To exercise these rights, data subjects may send an email to **privacy@luiss.it** or write to: **Luiss Guido Carli University**
Viale Pola, 12 00198 Rome, Italy

Requests should specify the right to be exercised and provide sufficient information for identification purposes.

The contact details of the Data Protection Officer (DPO) are available on the University's website: **www.luiss.it**.

The Data Controller will respond within one month. If unable to do so within this period, the Data Controller will provide a detailed explanation of the reasons for the delay.