



## General Understanding on Mobility: QTEM

By means of this form the International Development Office wishes to summarize, for students who are about to embark on a mobility program, the main rules that they will be required to observe to ensure that the program goes smoothly. These rules are in addition to those set out in the [Code of Conduct for Luiss Students](#). The aim is to put students in a position whereby they can correctly and adequately comply with the relevant mobility procedures.

By signing this form students declare that they know and accept the rules and recommendations contained herein. Students are asked to return this document duly signed to the International Development Office within the date indicated in the email.

### Study Program

1. Students declare that they have read, accept and will comply with the study plan agreed between Luiss and the partner university, together with the rules that accompany it.
2. Students undertake to sit all the exams at Luiss in accordance with the terms and deadlines and at the location envisaged by the schedule set out in the study plan of their mobility program.
3. Students declare that they have read, accept and comply with the QTEM rules as published at [qtem.org](http://qtem.org), on the QTEM's Student Engagement and on the QTEM Call for Application;
4. Students declare that they have read the table for the conversion of grades obtained abroad and are aware that the grades awarded during the period of mobility at the partner university cannot be declined.
5. Should a course from among those in the study plan of the mobility program not be held or be changed, students undertake to communicate that problem in a timely manner to the International Development Office and the Academic Coordinator, who will assess the situation in order to come up with an adequate solution.
6. Exams must be sat at the host universities in accordance with the methods, procedures, rules and dates of the individual institutions.

### Behaviour and approach to mobility

1. Luiss students abroad for a mobility program represent Luiss at all times and therefore, in addition to normal rules of common sense and decorum, will have to comply with the



principles and ethical values of their own university, as specified in the [Code of Conduct for Luiss Students](#), chief among which propriety, honesty, commitment to ones studies and a mindset open to an international environment. Any attitude deemed to be inconsistent with these principles will be reported to the competent authorities at Luiss, which will consider what action may be necessary. Furthermore, students are required to follow the rules and regulations of the university to which their mobility is taking place.

2. Luiss students will be required to display the same consideration and respect for the rules of the partner university. Any action that contravenes those provisions will be promptly reported to Luiss which, if necessary, will take appropriate measures.
3. Luiss students undertake to approach their experience abroad with a positive, flexible and open-minded attitude. Any difficulties or emergencies in this regard should be promptly communicated to the International Development Office at Luiss.
4. Luiss students undertake that before departure they will check out any need there might to procure medical insurance for the country where the mobility will take place, using the [dedicated Ministry of Health portal](#).

## **Deadlines and documents**

1. During the mobility period all administrative formalities relating to students' university studies at Luiss will have to be complied with by the prescribed deadlines (for example, compiling study plans, enrolment at Luiss, payment of installments and delivery of documentation for graduation) except in cases expressly specified by the International Development Office.
2. Students must constantly check their Luiss e-mail account and comply with all requests received from the International Development Office in the manner and by the deadlines specified.
3. Within 2 weeks after arriving abroad, all Luiss mobility students must provide their foreign contact details to the International Development Office.
4. The deadlines set by the partner universities for enrolment of students in their degree programs must be respected. Students are responsible for completing the procedures. Furthermore, the date of arrival communicated by the host institution must be respected. Any exceptions must be agreed with the partner university and promptly communicated to the International Development Office by e-mail.
5. Students undertake, consistent with their own means and possibilities, to furnish the International Development Office with multimedia material (photos and videos) that document their experience abroad and to make themselves available for any interviews by Luiss communications staff in order to create content to be published on the University's own website and social media channels. To this end a Release regarding the use of one's image is attached, which has to be duly filled out, signed and returned with this document to the International Development Office.



6. Students authorize the International Development Office to share their Luiss e-mail address (name.surname@studenti.luiss.it) with other students who, during and/or at the end of their mobility program, may wish to contact a student who has already completed that mobility for advice and suggestions in a logic of peer to peer counseling.
  - Yes
  - No
7. Do you give us your consent to add your phone number to the WhatsApp group with the rest of the students studying in your host country? These groups are to be used exclusively in case of emergency.
  - Yes
  - No

## Financial Aid/ Grants

Depending on Luiss University annual funding, students who are selected for a mobility that takes place in non-EU countries or participate to a program which is not eligible for the Erasmus+ grant (e.g. QTEM), could receive a **University grant**. Students who have been selected to spend one or two semesters abroad will receive funding (una tantum) during the physical mobility abroad.

## Protection of Personal Data

Luiss - Libera Università Internazionale degli Studi Sociali Guido Carli, as Controller, collects and processes data subjects' information in full compliance with the general principles and rules laid down by the law governing the protection of personal data (Regulation (EU) No. 2016/679 and Legislative Decree No. 196/03).

The processing is required to correctly manage the procedures inherent in the call for applications in relation to the QTEM/LLM/DD program as well as associated and ensuing obligations: the characteristics of the processing are communicated through a privacy notice given to the data subjects, who are also requested to consent to the processing of their data should it prove necessary in relation to the aims pursued by the Controller.

Data subjects may at all times exercise their statutory rights (concerning, for example, access to data, rectification of data, erasure of data, restrictions on processing of data and portability of data) by contacting the Controller Luiss Guido Carli at Viale Pola 12, 00198 Rome, Italy, e-mail [privacy@luiss.it](mailto:privacy@luiss.it)



## **Covid-19 related information**

These indications and information are provided to students on the basis of the recommendations shared by the Working Group on Security Protocols for International Mobility of the CRUI Commission for International Affairs.

Students declare as follows:

1. that they are aware of and assume any risks related to the spread of Covid-19 during the course of their stay abroad, including in the case of a possible worsening of the pandemic situation (for example, lockdown, quarantine, limitations of transportation conditions, restrictions on access to the facilities of the host university/institution, and obtaining a visa if required by the host country);
2. that they are aware that the mobility will depend on the partner institution and may be subject to change depending on how the emergency evolves;
3. that they have checked the current regulations and safety protocols of the host institution and of the host country, with particular reference to the possible internal subdivision into specific epidemiological risk zones, thus releasing Luiss from any liability for the consequences of a possible contagion from Covid-19;
4. that they are aware that reimbursement is not envisaged and that therefore they will have to bear the additional costs incurred as a consequence of any worsening of the epidemiological situation and the ensuing health measures adopted, even without prior notice, by the relevant Italian authorities, by the host country and/or by the transportation carriers (airlines, railways, urban and non-urban public transport), thus releasing Luiss from any liability for costs not falling within their health coverage as per subparagraph 10 below (physical harm, permanent damage from Covid-19, travel of family members in case of emergency, repatriation, etc.);
5. that they will keep abreast of and observe the rules for the prevention and management of the Covid-19 emergency and, in particular, that they have read, accept and will scrupulously follow the rules laid down by the partner institution in the host country for those arriving there from Italy (or the country of current residence) as well as, for those returning to Italy from the host country, the laws and regulations in force in Italy (such as any quarantine, restrictions and other specific health measures as set out in the <https://www.viaggiasesicuri.it/> portal;
6. that they have registered their trip on the <https://www.dovesiamonemondo.it/home.html> portal of the Ministry of Foreign Affairs and International Cooperation and undertake to notify the diplomatic-consular representations of their presence, duration, reason for the stay and address abroad;
7. that they have read and accept the conditions for the provision of services at the host university/institution, such as the methods for delivering on-line teaching, possible lack of access to basic services like university accommodation and canteens, any requirement to take out additional insurance coverage and vaccination against Covid-19



8. that they will inform themselves in a timely manner, if possible before departure, about the health procedures in force in the host country, with particular reference to the Covid-19 emergency;
9. that they have read the notice on health care abroad for holders of the European Health Insurance Card (EHIC) and have given consideration to taking out a new or extra health insurance policy for additional coverage and which expressly includes health care costs in connection with the Covid-19 emergency;
10. that they have given consideration to taking out travel insurance to cover cancellations or delays due to the Covid-19 emergency.
11. That they have read and complied with the norms and regulations set out by the EU Digital Covid Certificate as they apply to the country of destination.

Useful links to the use of the EU digital Covid Certificate in the country of destination

- Austria <https://gruenerpass.gv.at/en/faq/>
- Belgium <https://www.studyinbelgium.be/en/covid-19-information-international-students-and-researchers>
- Finland <https://www.viaggiasesicuri.it/country/FIN>
- France <https://www.campusfrance.org/en/france-deploys-the-covid-certificate>
- Germany <https://www.viaggiasesicuri.it/country/DEU>
- Netherlands <https://www.government.nl/latest/news/2021/09/14/netherlands-to-reopen-further-with-coronavirus-entry-passes>
- Portugal [https://europa.eu/youreurope/citizens/travel/travel-and-covid/portugal/index\\_en.htm](https://europa.eu/youreurope/citizens/travel/travel-and-covid/portugal/index_en.htm)
- Spain <https://www.viaggiasesicuri.it/country/ESP>
- Sweden <https://studyinsweden.se/news/covid-19/>

Useful links to non-EU countries

- Australia <https://www.viaggiasesicuri.it/country/AUS>
- Canada <https://www.viaggiasesicuri.it/country/CAN>
- China <http://www.viaggiasesicuri.it/country/CHN>
- Japan <https://www.viaggiasesicuri.it/country/JPN>
- Norway <https://www.viaggiasesicuri.it/country/NOR>
- Russia <http://www.viaggiasesicuri.it/country/RUS>
- Switzerland <https://www.viaggiasesicuri.it/country/CHE>
- United Kingdom <http://www.viaggiasesicuri.it/country/GBR>
- United States <http://www.viaggiasesicuri.it/country/USA>

**Force majeure**



1. Luiss is not responsible for any cancellation or modification of the mobility program due to unpredictable events or situations that are beyond the University's control. If the program is cancelled or modified for the aforementioned reasons, Luiss will inform all students involved in a timely manner.

Place and date \_\_\_\_\_

Student's signature \_\_\_\_\_



## Authorization for the use of images

I the undersigned \_\_\_\_\_,  
 born in \_\_\_\_\_ on \_\_\_\_\_,  
 resident in \_\_\_\_\_ at Via  
 \_\_\_\_\_, personal tax number  
 \_\_\_\_\_, with reference to the images (photos and  
 videos) taken and/or shot as part of the \_\_\_\_\_  
 mobility program, a soft copy of which is delivered herewith, do hereby

### declare

- a. that I am the author and the owner of any and all moral and economic rights, including all rights of economic use under Law No. 633/1941, in the photographs, video footage and audio recordings granted to Luiss Guido Carli;
- b. that I hold the above rights in a full, exclusive and territorially unlimited manner;
- c. that the said images and recordings, made by me, do not infringe the rights of third parties and do/will not give rise to any current or future claims against Luiss Guido Carli;

### undertake

- a. to assign Luiss Guido Carli, pursuant to and for the purposes of articles 12 *et seq.* of Law No. 633/1941, free of charge and on a non-exclusive basis, all rights of use regarding the photographs, video footage and audio recordings delivered herewith to the University, which said rights assigned to Luiss Guido Carli include but are not limited to the right of publication and/or dissemination in any form on the institutional website [www.luiss.it](http://www.luiss.it), on the social networks managed by the University, in print media and/or through any other means of dissemination. I further authorize storage of the photos and videos themselves in Luiss computer archives and acknowledge that the purpose of such publication is merely informative and possibly also promotional.
- b. to indemnify and hold Luiss Guido Carli harmless in respect of any action, complaint, claim and demand for damages brought by anyone on grounds of breach of what is stated in this agreement in writing, and consequently undertaking to compensate the University for any expense that the latter may be called upon to bear;

### authorize

free of charge, without limits as to time, including in accordance with articles 10 and 320 of the Civil Code and articles 96 and 97 of Law No. 633 of 22 April 1941 (Copyright Law), Luiss Guido Carli to publish and/or disseminate in any form my image on the institutional website

# LUISS



[www.luiss.it](http://www.luiss.it), on social networks managed by the University, in printed media and/or through any other means of dissemination. I further authorize storage of the photos and videos themselves in Luiss computer archives and acknowledge that the purpose of such publication is merely informative and possibly also promotional.

This release/authorization may be revoked at any time by written notice to be sent by e-mail to [privacy@luiss.it](mailto:privacy@luiss.it).

Place and date \_\_\_\_\_

Student's Signature \_\_\_\_\_