

Application Form Executive Education

The fully-completed application form has to be sent to to Luiss Business School B.V. at executive@luiss.it.

A. Programme

Name of the Programme

Type of programme Executive Programme Executive Course **Location** Amsterdam Hub ☒

B. Personal data

First Name

Last Name

Citizenship

Other citizenship (if applicable)

Date of birth (dd/mm/yyyy)

Place of birth

Country

Passport number/Tax Code/C.F

Legal residence

Address

City

Postal code.

Country

Contacts

E-mail

Tel.

C. Company sponsorship

Are you being sponsored by a company? NO YES Company name

Do you have a VAT number? NO YES VAT number

In the event of a positive outcome, payment of the fee will be made:

Entirely by the company

Partially for the amount of:

D. Education

PHD/Other postgraduate (if applicable)

University/Institution

Degree/Specialisation

City Country. Date (mm/yy) Final Grade

Master's Degree (if applicable)

University/Institution

Degree

City Country. Date (mm/yy) Final Grade

Bachelor's Degree

University/Institution

Degree

City Country. Date (mm/yy) Final Grade

E. Languages

Please indicate your proficiency referring to [The Common European Framework of Reference for Languages \(CEFR or CEF or CEFRL\)](#) which is graded on a six-level scale (A1, A2, B1, B2, C1, C2) with three intermediate levels (A2+, B1+, B2+). Please specify if you are mother tongue.

English	Reading/writing	Listening/speaking
Other (1) specify	Reading/writing	Listening/speaking
Other (2) specify	Reading/writing	Listening/speaking

F. Tests

Did you take the TOEFL test?	NO	YES	Date	Score
Did you take the IELTS test?	NO	YES	Date	Score
Did you take the GMAT test?	NO	YES	Date	Score
Did you take the GRE test?	NO	YES	Date	Score

G. Professional experience

Current position

Company

From (mm/yy)

Previous position

Company

From (mm/yy)

H. Applications for other programmes

Have you applied for other programmes offered in other Business Schools/Institutions?

NO YES

Programme

A/Y:

Have you been admitted?

NO

YES

Waiting for the results

Programme

A/Y:

Have you been admitted?

NO

YES

Waiting for the results

I. How did you hear about the programme?

Website

Fair

Friends/colleagues

Online portals or guides

Social network

Press

Search engine (google etc.)

Newsletter

Other, specify:

J. References

Name

Position

Email

Company

K. Submission

By submitting this application form, the candidate declares to have read and be bound by the information on the processing of personal data (Privacy Notice) specified in the following page (p. 5), the information included in this application form, brochures and any other information made available to it through the relevant website for the Programme. You agree that this agreement and any documents or information referred to herein are governed by and construed in accordance with Dutch law, with the exclusion of any conflict of law rules under Dutch private international law. Any and all disputes between the Parties arising from or in connection with this agreement and any documents or information referred to herein shall be submitted to the exclusive jurisdiction of the competent court in the Netherlands.

The candidate (undersigned) hereby consents to the communication of his/her personal tax number and, should I be awarded a scholarship, to the sending of feedback questionnaires and his/her attendance record to the scholarship providers with which the Luiss Business School or its affiliates are accredited for the Programme.

Yes No

The candidate (undersigned) agrees that if the application for admission to the Programme is accepted by Luiss Business School B.V., as a condition of enrollment it is financially responsible for any and all charges incurred as set out in the enrolment form and the brochure for the Programme.

Yes No

Date

Signature for submission

Applicant Privacy Notice (students)

Foreword

This applicant privacy notice describes the characteristics of the processing undertaken by Luiss Business School in relation to the personal data of those wishing to apply for admission to the programs offered by Luiss Business School and highlights the applicant's statutory rights in this regard.

Luiss Business School B.V. (hereinafter: "Luiss", "Controller", "we" or "us") is responsible for the handling of your personal data and acts as a "controller". Next to this, the Italian entity of Luiss Business School, Libera Università Internazionale degli Studi Sociali Guido Carli qualifies as controller with respect to your personal data that is processed for general enrollment purposes.

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 (such as your name, surname, place and date of birth, personal tax number and citizenship, VAT number);
- contact data (such as your residential address, e-mail address and telephone number);
- data relating to academic record;
- data relating to knowledge of foreign languages;
- data relating to employment history;
- data relating to any certifications held;
- any other data which you choose to disclose to us during the course of the application process

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 permit applicants to submit their candidature and thus participate in the selection process for the required admissions (the legal basis for the processing lies in the pre-contractual arrangements between the Controller and the applicant);
- to carry out the application process by assessing the applicant's skills, qualifications and suitability for our opportunities, to verify references and to handle requests, complaints or questions (the legal basis of the processing can be found in the pre-contractual phase between the Controller and the applicant);
- to manage the application process and to maintain our

administration (the legal basis for the processing lies in our legitimate interest in managing our relationship with applicants effectively and maintaining our administration);

- to comply with our legal obligations (e.g. applicable laws and regulations, requests from governmental organizations or judicial services and to defend (potential) legal claims) (the legal basis for the processing lies in the relevant law);
- to send commercial communications and newsletters relating to the services offered and the initiatives promoted as well as to invite the applicant to take part in events or training sessions or to participate in courses pertinent to the applicant's education and employment (the legal basis for the processing lies in the consent given by the applicant)

How does the Controller process your personal data and how long is the data stored for?

The applicant's personal data are processed both on paper and electronically (servers, cloud database, software, etc.). The Controller stores the applicant's personal 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 applicants can be accessed solely by the University's employees including employees of other entities of Luiss Business School and other personnel so as to provide the students with the requested services and limited solely to the data necessary to that end, in particular:

- administrative 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 applicants 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 manage the overall relationship with applicants;
- scholarship providers. Suppliers that access data do so in compliance with applicable data protection law and the instructions given by the Controller. Luiss takes all

necessary steps to ensure that your personal data is treated securely and in accordance with this applicant privacy notice and applicable legislation.

The Data Controller may share the personal data of the interested parties with partners and sponsors according to specific agreements signed with the University. These entities, as independent data controllers, will submit their privacy policy and regulations to the attention of the interested parties, to fulfil all the obligations set forth in the relevant legislation.

Suppliers that access data do so in compliance with applicable data protection law and the instructions given by the Controller.

The Controller may not communicate personal data to third parties without the data subject's consent unless communication is mandated by law or by the authorities:

- should such prove 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?

In principle, the personal data of registered students are not transferred outside the European Economic Area (EEA) to countries that do not provide for an adequate level of data protection ("International Transfers"). If, in exceptional circumstances, International Transfers do take place, the Controller will take all necessary measures to ensure that transfers out of your country are adequately protected as required by applicable data protection laws.

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 subjects 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, 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.

The Controller will reply within one month. Should the Controller be unable to reply by the above deadline, it will give you a detailed explanation as to why your request cannot be satisfied.