

Enrolment Form Executive Education

The fully-completed enrolment form has to be sent to luissbranchexecutive@luissbusinessschool.it.
Form is individual, it is not intended for multiple applications.

A. Programme

Name of the Programme

Type of programme Executive Programme Executive Course Executive Lab Flex Executive

Location Dubai

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.

VAT Number (if applicable)

Legal residence

Address

City

Postal code

Country

Contacts

E-mail

Tel.

C. Education

Degree (if applicable)

Name University/Institution

Other academic qualification

Name University/Institution

D. Company sponsorship

Administrative data for invoices in case you are being sponsored by a company

Company Name

Address

City Zip Code Country

VAT Number Tax Code

VAT Exemption Number SDI Code

PEC (Certified e-mail)

Bill to (only if the address is different from above)

Contact person responsible for the training programme

Name Surname

E-mail Tel.

E. 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:



F. References

Name	Position
Email	Company

“Stamp Duty to be fulfilled online - Authorized by the Italian Revenue Agency n. 47242/2013”

Consent to processing of personal data

The candidate (undersigned) hereby consents to the processing of his/her personal data for commercial purposes (as newsletters, invitations to events, scholarships, etc.). Consent can be withdrawn at any time

Yes No

Should they be awarded a scholarship, the candidate - hereby undersigned - consents to the communication of their personal tax number, the sending of feedback questionnaires and their attendance record to scholarship providers which accredited this University for the programme.

Yes No

Enrolment Terms and Conditions

1. Location and method of delivery

Locations and delivery method for each educational activity will be specified on the website businessschool.luiss.it.

More specifically, Programmes may be delivered (i) face-to-face on Luiss premises, (ii) through online platforms that enable remote participation or (iii) using both of the methods described at point (i) and point (ii).

On foot of legislative provisions or at its own absolute discretion, Luiss reserves the right to partially or completely change the method of delivery initially specified, for any programme and at any time, including during the course of the training programme. To this end, by signing these general conditions, the contracting party declares that they have been fully informed of such conditions and accept any possible changes as mentioned above.

Therefore, in the event of a change to the method of delivery of the training programme, no claim for breach may be made or objection raised against Luiss and the contracting party undertakes to waive any such claim, objection or action.

2. Subject and conclusion of the contract

2.1 At the reception by Luiss of the enrolment form, duly completed and signed in its entirety, the present contract must be considered concluded.

2.2 To guarantee the quality of education activities, as well as any other extra education services to Participants, the enrolment to programmes is limited. The enrolment priority will be determined by the reception date of the enrolment form, duly completed and signed in its entirety.

3. Tuition fee

3.1 The tuition fee includes participation to the Programme, access to support and teaching materials and – when expressly communicated – to business breakfast

3.2 Types of discounts

> Participants who have already attended a Luiss Business School Programme, as well as Luiss Guido Carli graduates, will be entitled to a 10% fee discount, which cannot be combined with any other discount.

> Companies that enroll 2 or more participants to the same Programme can make use of a 10% fee discount, which is not cumulative with any other discount for the same course path (customised programmes).

> Participants, who will send enrolment requests at least 30 days before the starting date of the Program, will receive a 5% discount on the total amount (which cannot be combined with

other discounts). Only Programs with other types of facilitations, which have to be specifically stated in the brochure, represent an exception to the previous statement.

4. Payment Terms and Methods

4.1 Without prejudice to the following art. 4.3, the Tuition fees have to be paid as a lump-sum.

4.2 The payment method is via bank transfer, further information will be provided before the starting date of the Programme.

4.3 Without prejudice to the obligation to pay the due amount, failure to pay will result in the suspension from the Programme until the normalization of the position.

5. Changes of schedules

5.1 Luiss reserves the right to cancel or reschedule the beginning of the Programme, conveying the communication to all the participants by e-mail within the fifth day prior to the fixed starting date of the Programme.

5.2 In this case, previously paid enrolment fees will be reimbursed within sixty days after the mailing of the above-mentioned communication, excluding every other kind of reimbursement and/or reparation chargeable to Luiss.

5.3 Luiss reserves the right to change the class schedules and plans, without altering their contents. Moreover, Luiss has the right to substitute professors and/or lecturers in case of unexpected events and/or impediments.

6. Inability to attend

The enrolled students (natural people) who, at the beginning of the Programme, are unable to attend the lessons because of legitimate impediments or circumstances beyond their control, will have the opportunity to enroll in the next edition of the same kind – when planned – or in another Programme of equal amount, provided that the whole cost of the original, not attended course has been paid. In case of sponsored enrolment, the enrolled student can be replaced by another person from the same company. Either way, the right to claim for reimbursements (even partial) is expressly excluded.

7. Withdrawal

7.1 It is possible to withdraw from the present contract without paying any penalty within 15 calendar days before the starting day of the Programme by communicating the intention of withdrawing via e-mail and consequently via registered letter with acknowledgement of receipt, addressed to our University – Via Nomentana, 216 – 00162 Rome (Italy). It is also possible to withdraw from the present contract within 5 calendar days

before the starting day of the Programme, paying a penalty of the 50% of the total amount and by following the same above-mentioned procedure.

7.2 The withdrawing student must send an explicit declaration of the intention to exercise the right of withdrawal from the present contract, within the time limits provided, to our University – Via Nomentana, 216 – 00162 Rome (Italy), via registered letter with acknowledgement of receipt.

7.3 It is not possible to withdraw from the present contract once the time limits stated in the previous paragraphs have expired.

Therefore, it is understood that the obligation to pay the total amount remains, regardless of the real participation to the Programme.

8. Students' Responsibilities

The students enrolled in the Programme are personally responsible for any possible damage to facilities, classrooms, educational material, equipment and anything belonging to Luiss. Students are also required to observe the internal rules (sign on register logs, use of key cards, norms of Luiss, etc.). The interested party is made aware that the participation in the course involves taking photo/audio/video recordings and that these will be processed and stored in compliance with the European legislation referred to in EU Reg. 679/2016 (GDPR). Under no circumstances it will be possible to use the recordings of the lessons.

9. Conditions to the Issue of the Certificate

At the end of the Programme, a certificate of attendance will be given to participants who (i) will have participated to at least 80% of educational activities and (ii) will have fulfilled all the administrative duties.

10. Applicable Law and Controversies

10.1 The contract is exclusively regulated by the Italian Law.

10.2 For any controversy the only competent court will be the court in Rome, to the exclusion of any other.

10.3 Only in case the present contract is signed by a natural person acting for purposes other than an entrepreneurial, commercial or professional activity, it will be applicable to the Court provided for by D.lgs. September 6th, 2005, n.206.

11. Guarantee and Privacy

The processing of personal data is carried out within the Luiss Business School S.p.A. SB database and in compliance with the provisions of EU Regulation 679/2016 as stated in a separate document.

By signing this enrolment form, the candidate accepts Enrolment Terms and Conditions listed below.

Date

Signature (with stamp in case you are being sponsored by a company)

Signature for the specific approval of Civic Code articles 1341 and 1342 regarding the information contained in the items 1. Locations and method of delivery; 4. Payment terms and methods ; 5. Changes of Schedule; 6. Inability to attend; 7. Withdrawal; 8. Students' responsibilities; 9. Conditions to the issue of the certificate; 10. Applicable Law and Controversies.

Date

Signature (with stamp in case you are being sponsored by a company)

Privacy Notice

Foreword

The Luiss Business School S.p.A. SB (hereinafter “LBS” or “Controller”) is a Management School of Luiss – Libera Università Internazionale degli Studi Sociali Guido Carli, and offers an advanced training model aimed at the development of initiatives training with a strong executive connotation and a large catalog of course.

This privacy notice describes the characteristics of the processing activity undertaken by LBS in relation to the personal data of students of the LBS and highlights the students’ statutory rights in this regard.

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 (name, surname, place and date of birth, personal tax number and citizenship);
- contact data (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 educational interests;
- data relating to attendance at courses and feedback on educational activities.

Why do we collect your data and why is the processing lawful?

The Controller collects and processes the registered student’s personal information in pursuit of the following purposes:

- manage, also from an administrative point of view, the relationship with the student by organizing the complex of training activities, of teaching support and assessment of skills acquired, through final exams and intermediate verification tests as well as for the activities necessary for the issue of qualifications with legal value by Luiss (the legal legitimacy of the processing can be found in contract signed between the LBS and the student);
- to manage – from an accounting and tax point of view – the relationship with the registered student (the legal basis for the processing lies in the contract and the relevant law);
- to manage the possible granting of scholarships (the legal basis for the processing lies in the pre-contractual and/or contractual arrangements between the School, the student and the scholarship providers);
- to comply with the accreditation criteria provided by scholarship providers, with reference to all registered students by communicating the information required by the call for applications to the providers concerned (the legal basis for the processing lies in the precontractual

and/or contractual arrangements between the School, the student and the scholarship providers);

- record the attendance of the students enrolled in the scholarships and administer questionnaires to them regarding the satisfaction of lessons to communicate them to the grant provider (the legal bases of the processing can be found in the signed contract between the School, the student and the grant provider of the scholarship);
- to take attendance regarding scholarship holders and to administer questionnaires to them to obtain feedback about lessons, said information to be communicated to the scholarship provider (the legal bases of the processing can be found in the signed contract between the School, the student and the grant provider of the scholarship);
- to offer and manage, also through the university Luiss Guido Carli placement and internship services (the legal basis for the processing lies in the contract signed between the School and the student);
- to send commercial communications and newsletters relating to the services offered and the initiatives promoted as well as to invite the student to take part in events or training sessions or to participate in courses pertinent to the student’s education and employment records (the legal basis for the processing lies in the consent given by the student-data subject).

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

The data subject’s personal data are processed both on paper and electronically (servers, cloud database, software, etc.). The Controller stores the data subject’s 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 registered students can be accessed solely by the Controller’s employees 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;
- academic staff

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 registered students 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

handle tax and accounting aspects of the relationship (for example, banks);

- third parties whose services the Controller avails of to provide insurance;
- third parties whose services the Controller avails of to manage the overall relationship with data subjects;
- third parties whose services the Controller avails of for the purposes of the granting of scholarships;
- third party scholarship providers for the purposes of correctly handling accreditation procedures.

The Controller may share the personal data of the interested parties with partners and sponsors according to specific agreements signed with the Luiss University. These entities, as independent data controllers, will submit their privacy policy and regulations to the attention of the interested parties, to fulfill 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?

The data of the students are not transferred outside the European Economic Area. In the event that this transfer is necessary the institutes provided for by Title V of the GDPR will be applied.

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 privacybs@luissbusinessschool.it write to the Controller LUISS BUSINESS SCHOOL -rif. privacy, Via Nomentana 216 – 00162 – Rome, setting out their request and furnishing the information necessary to identify them.

To contact the Data Protection Officer (DPO) the data subject can use the same mail: privacybs@luissbusinessschool.it The Controller will reply within one month. Should the Controller be unable to reply by the above dead line, it will give you a detailed explanation as to why your request cannot be satisfied.

Consent to processing of personal data

The candidate (undersigned) hereby consents to the processing of his/her personal data for commercial purposes (as newsletters, invitations to events, scholarships, etc.).

Yes No