

Application form for staff mobility funding under EULiST

Personal data

First and last name	
Gender	

Employment

Faculty/Institute or Administrative unit	
Position	
Business E-Mail Adresse and phone number	
Name of supervisor	
Supervisor's email	
Supervisor's telephone number	

Planned mobility

Type of stay	<input type="checkbox"/> Research <input type="checkbox"/> Work or strategy meeting
Location of stay (EULiST-Partneruniversity)	
Start date of the mobility	
End date of the mobility	
Estimated Costs	
Which Work Package or Task does your planned mobility belong to? (please tick and, if necessary, add a Task) WP 1 Management, Coordination & Strategy WP 2 Campus WP 3 Teaching & Learning WP 4 Research & Innovation WP 5 Outreach, Engagement & Transfer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please describe the goals and plans for the mobility	

Objectives and previous funding

Please check the objectives that apply to your mobility:

- ☐ 1. the European university networks are expanded in the areas of teaching, research, administration and third mission.
- ☐ 2. the European dimension of German universities in multilateral European networks is strengthened.
- ☐ 3. the participating universities are able to offer high-quality study and qualification programmes with a digital component on the basis of an inter-university European campus.
- ☐ 4. the recognition of credits earned during stays abroad is facilitated and the recognition processes are optimised.
- ☐ 5. students, academics and administrative staff acquire intercultural competences by increasing their mobility abroad.
- ☐ 6. the participating universities sharpen their profile through multilingualism.
- ☐ 7. information and counselling services at German universities are expanded.
- ☐ 8. the research and innovative strength of the participating German universities is strengthened.
- ☐ 9. the reputation of the participating German universities in the European Higher Education Area and beyond is strengthened.

Have you received EULiST-CONNECT funding in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you received EULiST funding in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Notice

- The existing business trip regulations of Leibniz Universität Hannover apply. Employees of LUH are obliged to submit a business trip application and an A1 certificate in sufficient time before departure and an expense report after the stay. See <https://www.intern.uni-hannover.de/de/vademecum/detail/id/651>
- Travel expenses and accommodation costs are reimbursed according to actual costs. For accommodation costs, the amounts approved by the state of Lower Saxony must be taken into account: <https://voris.wolterskluwer-online.de/browse/document/30168d0a-064f-3b44-9fb4-1efbdb082c57>
- If you cancel or postpone your stay, you are obliged to inform the International Office of LUH within 48 hours of the planned start of your stay by sending an email to eulist@zuv.uni-hannover.de. Funds that have already been disbursed must be refunded.
- Questions can be directed to: eulist@zuv.uni-hannover.de

I hereby confirm that the above information is complete and correct and agree to the conditions of the funding.

Signature of applicant

Name

Date, Location

To be filled out by the International Office

Travel and accommodation costs will be covered from these funds.

EULiST Connect ☐

EU-Funds ☐

Other Funds ☐

Date Signature

Data Protection and Privacy Policy on data received by the International Office of Leibniz University Hannover

1. Data protection and data collection

This privacy policy describes how we collect, use and pass on your personal data with regard to the use of your data as part of the application process for applying for mobility funds within the framework of EULiST in order to ensure compliance with all relevant legal provisions, in particular the EU General Data Protection Regulation (GDPR) and the Lower Saxony Data Protection Act (NDSG).

2. Limitation of purpose

The University International Office observes the principle that data may only be used for specific, defined purposes and ensures that your data is only used for the selection process in relation to the granting of mobility funding within the framework of EULiST and to guarantee the payment of the funding instalment as such and compliance with the requirements of the funding provider.

3. Data security

Your data will be stored securely on the servers of LUIS (Leibniz University IT Services) at Leibniz Universität Hannover and will not be passed on to third parties except for the purposes mentioned above. LUIS takes appropriate technical and organisational measures to ensure the security of your data and protects it according to the state of the art, in particular against access by third parties or unauthorised persons. The employees of the International Office are obliged to maintain confidentiality and to comply with data protection regulations.

4. The right to withdraw consent

You also have the right to withdraw your consent at any time. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal..

Date*: _____ Signature*: _____

Responsible persons and contact information	Stephen Sechrist Leibniz University Hannover International Office Welfengarten 1A 30167 Hannover Email: eulist@zuv.uni-hannover.de
Data protection officer	Leibniz Universität Hannover – Data protection officer – Königsworther Platz 1 30167 Hannover Tel.: +49 511 762 8132 Fax: +49 511 762 8258 E-Mail: datenschutz@uni-hannover.de
Description and scope of data collected	When you apply for mobility funding, we collect, electronically store and process the following personal data via the application form to be submitted: 1. first name and surname 2. gender 3. date of birth 4. nationality 5. residential address: street, no., postcode, city, country 6. e-mail address 7. telephone number 8. faculty affiliation 9. degree programme 10. current semester 11. desired degree/study level 12. funding already received (study level, months) 13. name of account holder 14. name of bank/credit institution 15. IBAN 16. BIC/SWIFT 18. responsible tax office 19. tax identification number
Use of collected data	The use of the above-mentioned personal data is necessary in order to carry out a transparent, fair and equal selection procedure with regard to the granting of mobility funding and to ensure payment as such and compliance with the requirements of the funding body.
Legal basis for the use of the data	The legal basis for the use of the data is found in Art. 6 Abs. 1 lit. a) i.V.m. Art. 7 DSGVO (Permission).
Obligation to provide data	There is no obligation to provide this information, but funding for mobilities is only possible if the data marked as mandatory is submitted in the application form for stays abroad.
Revocability of consent for voluntary information	You can revoke your consent at any time, with such revocation taking effect at a future date. In this case, we will no longer process or use your data and delete your personal data to which the consent related. The legality of the data use until the revocation is not affected by this.
Duration of storage	The data will be deleted as soon as it is no longer required to fulfil the purpose for which it was collected. In the case of the collection of data for the implementation of the selection procedure and the payment of the funding instalment as such, this is the expiry of the retention period specified by the funding provider. If no cancellation takes place 10 years after the funding, the data will be deleted – subject to conflicting statutory retention periods.
Recipients of the personal data collected	The processing of personal data for the selection process is only carried out by employees of the International Office. The processing of personal data for the disbursement process is only carried out by employees of Department 5 – Finance.

	In addition, it is necessary to forward your personal data to the third-party funding organisation, DAAD - German Academic Exchange Service, for documentation and accounting purposes.
Your rights	<p>You may have the following rights with regard to your personal data (in accordance with Art. 15 to 21 GDPR):</p> <ul style="list-style-type: none"> - Right to information - Right to rectification and completion - Right to erasure - Right to restriction of processing - Right to data portability / right to receive a copy - Right to object to processing
Right of appeal or complaint	Data processing is subject to the supervision of the State Commissioner for Data Protection of Lower Saxony, with whom you can lodge a complaint. Further information and contact details can be found at: https://www.lfd.niedersachsen.de/startseite/