

## Membership Form

The association's objectives are to constitute a forum for research, support and encouragement of (emerging) researchers, science policy, and scientific exchange (e.g., publications, conferences) in the field of educational research. The association intends to offer a platform to all people active in the field of educational research in Luxembourg and in the neighbouring countries as well as for European and international networks. This includes, among others, the organisation of conferences and workshops, the promotion of fundamental and applied research and the support of young scientists. The association is non-profit making. The Luxembourg Educational Research Association asbl is a full member of the European Educational Research Association (EERA).

### Membership procedure

Any adult natural person may become a member of the association. Any person expressing the wish to contribute to realising the objectives of the association may be admitted as a member upon addressing a written application to the governing board. The board will decide upon a membership application by simple majority.

Please **complete** the following membership form to request a LuxERA membership. This includes the membership request section (I), name and address section (II), and biographical and academic information section (III, IV). The Data Protection Information and the consent form are in Section V. Please send the completed form to the LuxERA governing board either by email to [luxera@uni.lu](mailto:luxera@uni.lu) or by postal mail to LuxERA governing board, c/o Ineke Pit-ten Cate, president; LuxERA, 11, Porte des Sciences (MSH), L-4366 Esch-sur-Alzette, Luxembourg.

The LuxERA board will discuss your application and - after officially approving it - send you information on the membership fee (confirmed each year in the general assembly).

Once you have transferred the annual membership fee to the LuxERA bank account, you will receive an official confirmation of your membership and your payment. From this date, you will receive all LuxERA mailings regarding LuxERA meetings and conferences as well as EERA information, ECER conferences, job opportunities etc.

In the following years, your membership fee is due by 1<sup>st</sup> February. Membership is only granted if the annual fee has been paid. We advise you to organise an automatic transfer procedure for the annual fee transfer to the LuxERA account.

If you wish to cancel your membership, please inform the Board by sending an email to [luxera@uni.lu](mailto:luxera@uni.lu).

**Bank account:**

*Account holder:* Luxembourg Educational Research Association

*IBAN:* LU36 0019 5155 7989 0000

*BIC:* BCEELULL

*Address:* LuxERA, 11, Porte des Sciences, L-4633 Esch-sur-Alzette

# Application for Membership

## I Membership request

Hereby, I apply for membership to the Luxembourg Educational Research Association asbl (LuxERA).

Date/Place -----

Name -----

Signature -----

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## II Name and address of the applicant

Last Name First Name(s) Middle Initial

Academic title(s)

Affiliation:

Position:

Date of PhD defense (Month/Year)

For doctoral candidates:

Start of PhD (Month/Year)

## Contact address

Street

Zip/Postal Code

City

Country

email:

Alternative email:

Telephone

Website

### **III Connection to Luxembourg (max 0.5 page/ bullet points)**

Please indicate/explain your engagement in educational research or educational research-related studies in Luxembourg.

### **IV CV**

Please attach your (updated) CV (2 page max).

## V Data Protection Information - NOTICE ABOUT PERSONAL DATA PROCESSING

### What data do we collect and process?

The following personal data collected in Sections II-IV will be processed for administrative reasons by the LuxERA Governing Board: surname, first name, affiliation, address of affiliation, position, academic title, email addresses, year of membership application and starting date of PhD. Any additional data provided (e.g., CV) is only used to assess the suitability of your membership.

### On what legal basis for the processing do we process the data?

Your personal data will be processed in accordance with the General Data Protection Regulation (GDPR) and the Luxembourg Act of 1 August 2018 on Data Protection. The legal basis for the processing of your personal data in the context of the LuxERA membership is laid down in Article 6 (1) GDPR a) the data subject consent has been given to the processing of personal data for one or more specific purposes.

### How long your personal data is stored?

Your personal data will be stored on a secure server for the duration of the membership or 5 years thereafter.

### Who are the recipients of your personal data?

The recipients of your personal data are the members of the LuxERA Governing Board. We will at no point in time share your data with others in or outside the European Union.

### What are your rights under the General Data Protection Regulation and who is responsible for the processing of my personal data?

You will have the right to access, to withdraw consent and to amend your personal data at any time without any negative consequences to yourself by contacting [luxera@uni.lu](mailto:luxera@uni.lu).

In certain cases (in accordance with the conditions set out by the General Data Protection Regulation 2016/679), you will also have the right to object to the way in which your data is used, to request that your data be deleted and to ask to restrict certain aspects of the processing of your data.

If you wish to exercise your rights, you should contact the LuxERA Governing Board. You also have the right to lodge a complaint with Luxembourg's National Commission for Data Protection (CNPD) in relation to the processing of your personal data. Further information is provided on <http://www.cnpd.lu>.

### CONSENT FORM

I agree with keeping my data for LuxERA purposes as specified above.

I agree to be included in LuxERA's mailing list to receive information on LuxERA activities.

If you prefer to no longer receive emails from LuxERA in the future, please send a message to [luxera@uni.lu](mailto:luxera@uni.lu).

Date/Place ----- Name -----

Signature -----

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