

LUISS



# **Guidelines for the Welcoming and Inclusion of International Students**

June 2023

LUISS



## Foreword

Aware of its role in society as an academic institution, Luiss University is committed to contributing to the achievement of the goals of the UN 2030 Agenda for Sustainable Development.

The University understands that in order to ensure inclusive and equitable quality education (SDG 4), it is critical to reduce inequality within and among countries (SDG 10) through promoting social, economic and political inclusion for all.

In providing its services the University pursues the principles expressed in its Code of Ethics, promotes the fundamental values of inclusion and encourages dialogue between different traditions and cultures. It also fosters integration by treating all individuals equally and with respect. Luiss welcomes and values the uniqueness and therefore the diversity of each person, as an opportunity for growth, exchange, enrichment, relationships and respect for points of view different from one's own. For the University, this translates into facilitating all forms of inclusion and encouraging contamination from a social, cultural and educational point of view.

## Purpose

These Guidelines establish the practices for welcoming and integrating international students into the University right from the pre-arrival stages.

The University's actions for the welcoming and inclusion of international students are split into various phases, as summarized herein. In addition to the specific welcoming and integration activities for incoming students, there are other Luiss services available to them throughout their stay.

For more detailed information on each phase of the welcoming and integration of international students and the relevant offices that are in charge of such matters, please refer to the Infopack for International Students.

## **1. Phase prior to selection and arrival at Luiss**

### **1.1 International orientation**

At Luiss, international selection caters to the needs of foreign students. The University organizes orientation activities and a rolling selection process through the International Orientation and Student Office – Admissions function. It is at these meetings that the administrative and bureaucratic formalities that international students must comply with up the time of university enrollment are clarified and the University's services presented.

### **1.2 International admissions**

The University's international admission process envisages a dedicated Admissions Board composed of the degree program directors, whose function is to determine the outcome of the selection process taking into account specific aspects regarding the candidates. The Board also decides whether to award candidates a full or partial scholarship, based not only on merit but also depending on geographical origin and economic situation.

### **1.3 Financial aid**

In the pre-arrival phase, students are informed by the University's various offices of the existence of financial aid opportunities. The Financial Aid Office assists those who obtain a scholarship from the Admissions Board (see 1.2 above). For students who are awarded scholarships, the University provides a Financial Aid Tutoring service, in charge of informing the student about how to renew their scholarship, monitoring the progress of the students' studies and intervening in the event of difficulties in meeting the requirements of the calls for applications for awarding aid.

### **1.4 Pre-departure meetings**

At the end of the international selection process, the University guides students in a series of pre-departure meetings organized and managed in cooperation with international bodies:



- Welcome Desk staff organize collegial online meetings aimed at clarifying the bureaucratic aspects of arriving in Italy (e.g. visa application, residence permit, etc.). In conducting these meetings, the Welcome Desk is assisted by an international tutor who explains the Italian university system and how Luiss works, and a buddy who describes student university life. These meetings are open to **all *incoming* international students**.
- For **refugee students**, together with UNHCR staff present in the countries of protection, Welcome Desk staff organize online meetings dedicated to mobility depending on the specific conditions. However, all refugee students are involved in the above-mentioned collegial meetings open to all international students.
- In the case of **students** participating in **Erasmus** exchanges or **Double Degree, QTEM, Structured Exchange and Twinning** programs, the Student Mobility and International Development functions send the initial instructions necessary to submit the online application correctly, and provide assistance with aspects of the university enrollment process, accommodation and welcoming activities.

## 1.5 Accommodation

The set of services dedicated to the pre-welcoming phase includes housing and university halls of residence services provided by the Accommodation Office, which is responsible for constantly monitoring the organizational needs of those admitted through the international selection process and/or with specific scholarships.

## 2. Welcoming phase upon arrival at Luiss

### 2.1. Initial welcoming

Upon their arrival at Luiss, international students are welcomed with Freshers' Week, during which activities are carried out to facilitate completion of the necessary bureaucratic-administrative paperwork allied to various events to foster social integration.



## **2.2. Planning of studies**

International students are guided in the planning of their studies by the Tutoring Service in order to remove any academic, methodological and administrative obstacles and offer guidance in choosing the opportunities made available to them.

- International students are contacted by international tutors to set up a meeting and plan their studies in view of their different academic backgrounds. International tutors are available and in contact with Tutoring Service staff, university/academic tutors and Luiss buddies to monitor progress in the students' studies, promote effective dialogue between students and each member of the Luiss community, and facilitate students' social and educational integration.
- For students participating in Double Degree programs, the International Development Office organizes meetings in the presence of international tutors to explain the details of the curriculum and to explain the support they can receive in the planning phase of their study and degree thesis.

## **2.3. Inclusion and socialization activities**

During students' stay at the University, the Welcome Desk organizes cultural activities with a network of local partners as well as Luiss faculty and students.

# **3. Luiss services available to international students**

## **3.1 Academic Gym**

International students have the opportunity to participate in experiential workshops aimed at learning technical and transversal skills in line with their degree program.



### 3.2 Luiss Ti Ascolta

Luiss provides a counselling service available to all students, including international students, aimed at helping them to overcome moments of difficulty in studying or settling into a new university and life.

In the specific case of **refugee** students, the service, delivered by psychotherapists in collaboration with international tutors:

- organizes group meetings to acquaint students with the service and how to use it;
- participates in individual cultural shock meetings;
- ensures an initial phase of psychological consultation to assess any refugee student's difficulties;
- provides, when necessary, an additional phase of support interviews;
- helps build a network with outside services dedicated to migrants and refugees.

### 3.3 Health care

In the spirit of wellbeing, the University offers a free health care service through a Wellbeing Hub that provides constant medical support at the Viale Romania campus. The Wellbeing Hub is staffed by bilingual (Italian and English) medical personnel.

### 3.4 Interfaith Worship

With a view to individual expression of each person's faith and with respect for freedom of worship, the University provides a prayer space on campus for all international students.



## 4. Contact Details

### **Student Mobility**

T: 0685225642

E-mail: [relint@luiss.it](mailto:relint@luiss.it)

### **Student Office**

T: +39 06 85225270

T: +39 06 85225263

E-mail: [segreteria@luiss.it](mailto:segreteria@luiss.it)

### **Welcome Desk**

T: +39 06 8522 5770

E-mail: [welcomedesk@luiss.it](mailto:welcomedesk@luiss.it)

### **Buddy - Welcome Office**

E-mail: [buddy@luiss.it](mailto:buddy@luiss.it)

### **Orientation**

T: +39 06 85225354

E-mail: [orientamento@luiss.it](mailto:orientamento@luiss.it)

### **University Tutoring**

E-mail: [tutorato@luiss.it](mailto:tutorato@luiss.it)

### **Academic Tutoring**

E-mail: [tutoratodidattico@luiss.it](mailto:tutoratodidattico@luiss.it)

### **It's U! Inclusiveness Tutoring Service**

E-mail: [seitu@luiss.it](mailto:seitu@luiss.it)

### **Financial Aid**

E-mail: [agevolazionieconomiche@luiss.it](mailto:agevolazionieconomiche@luiss.it)

# LUISS



**Financial Aid - Tutor**

E-mail: [financialaid.tutor@luiss.it](mailto:financialaid.tutor@luiss.it)

**Luis Ti Ascolta**

T: +39 340 51 35 054

E-mail: [luisstiascolta@luiss.it](mailto:luisstiascolta@luiss.it)

**Wellbeing Hub**

Info and contacts: <https://www.luiss.edu/students/healthcare/wellbeinghub>



# LUISS



## **Luiss**

ESG - Social Innovation and D&I Office

Viale Gorizia 17  
00198 Rome  
T +39 06 85225360  
[Diversity&inclusion@luiss.it](mailto:Diversity&inclusion@luiss.it)