



Free Mover Program Regulation for the 2024/2025 Academic Year

Students interested in studying abroad for a semester outside the scope of an exchange agreement can do so in the form of a Free Mover Semester.

1. Who can participate?

The program is open to students enrolled in bachelor's and master's degree programs in all areas and in the single-cycle master's degree program in law, for one semester only.

Abroad, this type of student is referred to as a **visiting student, guest student or fee paying student**, a designation important to take into account when contacting the universities concerned.

1. For **bachelor's degree programs**, applications can be submitted by students in their second year with a view to spending the **first semester of the third year** abroad.
2. For **master's degree programs**, applications can be submitted by students in their first year with a view to spending the **first semester of the second year** abroad.
3. For the **single-cycle master's degree program in law**, applications can be submitted by students in either their third or fourth year with a view to spending the **first semester of either the fourth or fifth year** abroad. Additionally, applications can be submitted by students in either their fourth or fifth year with a view to spending the **second semester of either the fourth or fifth year** abroad.

Potential locations are the universities included in the "[possible destinations list](#)" after having checked the availability of the courses of interest.

Students may also propose additional universities as new locations for spending their period of study abroad **which are not Luiss partner universities**.

The [minimum credits](#) required to participate in the Free Mover program must be earned by the winter exam session ([February](#)) **for first-semester departure** and by the fall exam session ([September](#)) **for second-semester departure**.

Free Mover mobility is **incompatible** with other one-semester and year-long international exchanges for all areas **except** the single-cycle degree program in law.

Students who are abroad on an international exchange program during the second semester of the 2023-2024 academic year **cannot apply** under the Free Mover program to attend the first semester of the 2024-2025 academic year abroad.

LuiSS **does not have any kind of Free Mover agreement with foreign institutions** and thus **cannot guarantee eligibility for possible destinations in any way. Free Mover students are not subject to a selection or nomination process by the Student Mobility Office.** LuiSS University deals solely with the recognition of the courses taken abroad and has no coordinating role between students and the host university. Please note that some Universities **are not eligible** for this program, e.g. LuiSS' exchange partner universities.

NB: All students participating in the Free Mover program will be awarded **0.5 bonus points** at the time of their degree examination provided they have passed and obtain the recognition of at least **two official exams** as part of the Free Mover program. The credits earned as a result of passing those official exams must compulsorily count towards the credits required for obtaining one's degree. Therefore, language and additional courses (corsi liberi) are excluded.

That bonus **may be granted only once and cannot be combined** with additional bonus points envisaged for participation in Erasmus+, bilateral exchanges, double degree programs or other types of international programs.

No bonus will be awarded in the event of exclusion from the mobility program or the imposition of sanctions due to a lack of academic probity or non-compliance with the standards of conduct required by the host universities.

2. LuiSS University deadlines

Students who wish to leave during the first semester can apply between **11 April** and **on 7 May 2024 at 12 p.m. (noon)**. Only law students will be able to leave in the second semester and must apply between **18 September** and **4 October 2024 at 12 p.m. (noon)**.

Proposals for **new destinations**, not included in this [list](#), must be submitted to the Student Mobility Office for review no later than the morning of April 19th 2024.

Under no circumstances will destinations with which LuiSS already has an Erasmus/Bilateral exchange agreement be approved.

Proposals for new destinations for studying abroad as Free Mover should be addressed directly to the Student Mobility Office (freemover@luiss.it), which, after checking the absence of any impediment, will approve the destination and proceed to submit the study plan to the relevant Academic Coordinator.

Proposals for new universities should include a **link to the dedicated page of the chosen foreign university and a proposed study plan using the [form](#) provided for that specific purpose.**

Students will also need to report any **urgency** due to **early deadlines** of the foreign university for completing the application. To obtain early feedback on one's proposed study plan, one will need to send the properly completed form via e-mail to the Student Mobility Office and one's Area Delegate indicating the urgency. It is essential to contact the relevant Academic Coordinator and the Student Mobility Office in advance, to afford them enough time to evaluate the proposed study plan.

This will enable students to obtain **informal approval for new destinations or for those with an early deadline**. In order to be valid, the Free Mover application will still have to be formally submitted through the Web Self Service platform by the prescribed [deadlines](#) by uploading the correct and previously approved form.

By the **first week of June** for first-semester departures and by the **last week of October** for second-semester departures, all candidates will receive a reply e-mail about admission to the program and approval of the proposed recognition of the study plan. If the application is successful, students will have to autonomously complete the necessary procedures to formalize their departure.

3. Requirements

Minimum requirements for student participation in the Free Mover program for the 2024-20245 a.y.

The minimum number of credits required varies, depending on the degree program and year of enrollment.

Bachelor's degree programs

To participate in the **first semester of the third year**, students are required to have earned (i.e. the relevant exam must have been passed and the result officially recorded) the following minimum credit totals by the winter (February) exam session of the second year:

- Economia e Management: **52 credits**
- Management and Computer Science: **60 credits**
- Business Administration: **52 credits**
- Economics and Business: **52 credits**
- Scienze Politiche: **56 credits**
- Politics, Philosophy and Economics: **64 credits**

Master's degree programs

To participate in the **first semester of the second year**, students are required to have earned (i.e. the relevant exam must have been passed and the result officially recorded) the following minimum credit totals by the winter (February) exam session of the first year:

- Corporate Finance: **14 credits**
- Amministrazione Finanza e Controllo: **12 credits**
- Marketing: **12 credits**
- Strategic Management: **12 credits**
- Data Science and Management: **12 credits**
- Global Management and Politics: **12 credits**
- International Relations: **12 credits**
- Policies and Governance in Europe: **12 credits**
- Governo Amministrazione e Politica: **12 credits**
- Law, Digital Innovation and Sustainability: **12 credits**
- Management: **14 credits**
- Economics and Finance: **12 credits** for *Banche e intermediari finanziari*
- Economics and Finance: **16 credits** for *Applied Economics*
- Economics and Finance: **14 credits** for *Finance*

Digital Programs

To participate in the **first semester of the second year**, students enrolled in Digital Programs are required to have earned (i.e. the relevant exam must have been passed and the result officially recorded) the following minimum credit totals by the winter (February) exam session of the first year:

1. Marketing: **12 crediti**
2. Strategic Management: **12 crediti**

N.B. Students enrolled in Digital Programs are also required to undertake a physical mobility.

Single-Cycle master's degree programs

To be able to leave in the **first semester of the fourth or fifth year**, the required minimum thresholds for all profiles must be reached by the winter (February) exam session of the third or fourth year respectively:

- Giurisprudenza - third year: **98 credits**
- Giurisprudenza - fourth year: **137 credits**

To be able to leave in the **second semester of the fourth or fifth year**, the required minimum thresholds for all profiles must be reached by the fall (September) exam session of the fourth or fifth year, respectively:



- Giurisprudenza - fourth year: **114 credits**
- Giurisprudenza - fifth year: **149 credits**

All credits from other activities (including those obtained for internships, languages, seminars, soft skills, summer schools, etc.) also count toward the required minimum credits. Credits from any additional courses (*corsi liberi*) will not be considered.

4. Application procedures

Students may choose a **maximum of two** universities in order of preference.

Submission of the application step-by-step:

1. Check that you have the [minimum number of credits](#) required to participate in the mobility program.
2. Select locations from the [list](#) of possible destinations or [propose alternative universities](#).
3. Find all the information (free mover/visiting student/guest student acceptance, forms, requirements, costs, academic offering, etc.) directly from the chosen universities, **on their websites or by contacting them via e-mail, independently managing the application submission process at the foreign university**. It will also be necessary to ensure that the location does not require nomination by Luiss University.
4. Check that the **deadlines** of the chosen universities are **compatible** with Luiss University's own internal deadlines.
5. Check that the **academic offering** of the universities of interest are **compatible** with your study plan.
6. Ensure that you meet all of the host university's requirements (including language requirements backed up by relevant certifications where required).
7. Propose any new destinations **by April 19th, 2024** to freemover@luiss.it attaching useful information about the foreign university and the carefully completed study plan proposal form (this process is not necessary for pre-approved destinations). **No** destinations that already have an Erasmus/Bilateral exchange agreement with Luiss will be approved.



8. Fill out the Luiss University online application form by the prescribed deadlines by submitting your proposal for courses to be taken abroad (with any back-up courses) for up to two locations using the [recognition proposal form](#).

In fact, the program requires students to move forward with the request for information and, possibly, pre-enrollment procedures for up to two universities in parallel. It will then be up to the students, whose plan has been favorably evaluated by the Luiss University professor delegated by the relevant department for that purpose, to decide which university they will attend consistent with the latter's deadlines. **Students will only be able to finalize their application with the foreign university once they have obtained Luiss University's approval of the plan** (during the first week of June for the first semester and during the first week of November for the second semester).

For Free Mover applications to spend a semester in a University that is **not included** in the [list](#) of potential destinations, it is the students' responsibility to contact the Student Mobility Office and their Academic Coordinator **before filling out the online application** so as to check that the proposed new University is approved.

The Free Mover program requires that during the semester abroad, the student will have to pay the prescribed fees of both the home and host universities. **No financial aid is provided for this program.**

Elaboration of the study plan abroad

In the framework of a Free Mover mobility, students can earn a maximum of:

1. **36 credits** recognized for the areas of Economics, Business and Administration, Political Science and Law (LDIS).
2. **5 Luiss courses** recognized for the single cycle degree in Law.

Students should select the **most appropriate courses** offered by the host university as part of its academic offering. For application submission purposes, it is advisable to select the courses for which recognition is considered most likely.

Academic Recognition Flexibility

Instructions for all degree programs

Except for "Amministrazione, Finanza e Controllo"; "Data Science and Management"; "Management and Computer Science" and Law

Courses attended abroad may be recognized as:

- **Elective Abroad** in place of Luiss elective courses
- **Core Abroad** in place of the compulsory courses in [this list](#) for each degree course,



- A **specific Luiss compulsory course** other than those listed.

Elective abroad and **Core Abroad** will be recognized with **the original course denomination** and it will **not** be necessary to identify foreign courses equivalent to specific Luiss courses. It will be sufficient that they are **consistent** with the educational objectives envisaged by their **degree program** and that they are not too similar in title or content to other courses envisaged by their degree program.

Students of Global Management and Politics will have to select characterizing courses related to Political Science while electives may be related to Political Science and/or Business and Management.

N.B. Students enrolled in a degree program that provides for an **Individual Study Plan** must **necessarily** select it. If the degree program does not provide it, it is advisable to choose Core Abroad and address/profile/major as closely as possible.

In order to obtain recognition of compulsory courses not included in the above list, it will be necessary to identify foreign courses with a syllabus very similar to the Luiss one.

Instructions for Law students

For Law students the maximum number of courses that can be recognized in Luiss after the mobility is 5.

The courses attended abroad can be recognized as:

- **Elective Abroad** in place of Luiss elective courses.
- **Core Abroad** in place of 2 of the four required profile courses (student's choice).
- **Specific Luiss compulsory courses** planned for the year of the mobility and the two profile courses not chosen by the student as Core Abroad.

Elective Abroad and **Core Abroad** will be recognized with the **original course title**.

For **Elective Abroad** courses it will **not** be necessary to identify equivalent foreign courses to specific Luiss courses. It will be sufficient that they are **consistent** with the educational objectives envisaged by their **degree program** and that they are not too similar in the title or content to other courses envisaged by their degree program.

For **Core Abroad** courses as well, it will **not** be necessary to identify equivalent foreign courses to specific Luiss courses. It will be sufficient that they are **consistent** with their **degree program and profile** and that they are not too similar in the title or content to other courses envisaged by their degree program.

Except for students enrolled in the fourth year, it is therefore necessary to indicate the profile chosen in the "Note" field at the time of filling out the study plan.

To obtain the recognition of Luiss **compulsory courses** not included in the above categories, it will be necessary to identify foreign courses with a **very similar program** to the Luiss corresponding courses.

Instructions for students of "Amministrazione, Finanza e Controllo"; "Data Science and Management"; "Management and Computer Science"

The following instructions are solely for students enrolled in the above-mentioned degree programs. Courses taken abroad can be recognized as:

- **Elective Abroad** in place of Luiss elective courses
- **Mandatory Abroad** in place of the mandatory courses envisaged for the year of mobility based on their degree course.

These courses will be recognized with the original **denomination**.

For **Elective Abroad** courses it will **not** be necessary to identify foreign courses equivalent to specific Luiss courses. It will be sufficient that they are **consistent** with the educational objectives envisaged by their **degree program** and that they are not too similar in title or content to other courses envisaged by their degree program.

The **Mandatory Abroad** must instead **necessarily** be attributable to the **scientific-disciplinary sector** of the teaching they replace.

List of compulsory courses that **can be replaced** with "**Mandatory Abroad**" for the degree course with related SSD (scientific-disciplinary field) are available in [this list](#).

Under no circumstances can language courses abroad be recognized in Luiss as **elective** or **core courses**.

Be reminded that it is **required to reach a global credit balance**: the total of credits earned abroad **cannot be below 80%** of the credits recognized at Luiss. This condition is strictly necessary but not per se sufficient. After the evaluation of the study plan proposed by the student, the Academic Coordinator may request that the total number of credits earned abroad be increased.

In order to balance credits, it may be necessary to **associate one or more than one foreign course** (so-called 'compensatory' courses) to obtain recognition of a single Luiss course. Compensatory courses should preferably be pertinent to a student's own degree program. In **exceptional circumstances** (e.g. in case alternatives be unavailable, unsolvable schedule overlaps) language courses may be recognized as compensatory, always at the discretion of the Academic Coordinator.

Under no circumstances may approval be granted for individual associations in which the credits for the course abroad amount to less than 50% of the credits of the course recognized at Luiss.

Courses abroad that feature a high number of credits it is possible to associate a single course abroad to two Luiss courses. However, when such a **double association** is present in the Learning Agreement, the number of total credits abroad must be at least **100%** of the total of credits recognized at Luiss.



In order to obtain full recognition of the courses taken abroad **the balance of credits must be respected at all times**, before, during and after the mobility.

Calculate the credit balance of your plan [here!](#)

5. Recognition

Free Mover students will only be able to obtain recognition for courses related to the year in which the mobility occurs.

For the purpose of recognition:

1. It is the responsibility of students to check, **prior to enrollment at the foreign university**, that the courses in question are still provided abroad and that the information on the courses selected from the list of pre-approved courses has not changed (credits, syllabus, etc.).
2. For validation and recognition of **compulsory courses** without flexibility of recognition, the Luiss and foreign courses must have a strong degree of **compatibility and affinity as regards the syllabi**. The Student Office will record those courses in the student's university academic record with the title of the corresponding Luiss University compulsory course.
3. For **electives** and **core courses** in a student's study plan at Luiss University, students will **not** have to propose equivalence as such but merely verify that the course at the foreign university is **consistent** with their degree program at Luiss University. Moreover, the Student Office will record those courses in the student's university academic record with their original foreign title. Therefore, when submitting the Luiss study plan (to be compiled online), students should select the elective entering "exam taken abroad" without having to indicate a specific corresponding Luiss University elective or core course.
4. For **Law** students, courses taken abroad can be recognized as **Elective Abroad** substituting Luiss electives and as **Core Abroad** substituting **two** of the Luiss profile courses. Core courses must **necessarily be consistent** with the **chosen profile**. The Student Office will record those courses in the student's university academic record with their original foreign title.
5. For **Administration, Finance and Control/Data Science and Management/ Management and Computer Science** students, the courses attended abroad may be recognized as **Elective Abroad** in place of the Luiss elective courses, and as **Mandatory Abroad** in place of the compulsory courses foreseen for the year of mobility by one's own degree program. These activities will be recognized in Luiss with the foreign course denomination.



6. Mandatory Abroad courses must **necessarily** be attributable to the [scientific-disciplinary sector](#) of the Luiss course they replace.
7. **Overall balance of credits:** the total of credits earned abroad cannot be less than 80% of the credits recognized at Luiss. To balance the credits, it may be necessary to combine one or more foreign courses (so-called compensatory courses) to obtain recognition of a Luiss course. In exceptional cases language courses can be used as compensatory, always at the discretion of the delegate.
 No individual associations can be approved where the credits of the course abroad are less than 50% of the credits of the course recognized in Luiss.
 In the case of courses abroad with a higher number of credits, it is possible to combine a single course abroad with two Luiss courses. However, when such a double association is included in the Learning Agreement, the total credits earned abroad must be equivalent to at least 100% of those recognized at Luiss in the entire plan.

6. During the period abroad

Upon arrival at the foreign University, it is the student's responsibility to verify that the courses selected and approved in study plan are actually delivered and that there is no overlap with the other courses indicated in the study plan. In case of problems, the student, **within two weeks after the beginning of courses** may propose a change in the courses to be taken abroad by e-mailing a new proposal form to the Academic Coordinator, making sure to also copy the Student Mobility Office (freemover@luiss.it).

7. Return to Luiss University

After the student's return to Luiss University, foreign universities will have the transcript of records (ToRs) sent by mail or e-mail. The time required depends entirely on the host institution and without Luiss University having any control on the matter. The Student Mobility Office will take care the conversion of grades. It should be borne in mind that at most foreign universities there is no possibility to decline the grade awarded for an exam.

Upon return from the semester abroad and after receipt of the **transcript of records**, verified by the Student Mobility Office with the assistance of the Academic Coordinators as regards respectively the content and regularity of the certification exhibited, the grades will be converted to thirtieths, based on ad hoc tables approved by the International Student Relations Commission. The conversion is exact without any rounding off. **Students may submit a request to their own Academic Coordinator to decline the grade but solely for marks between 18 and 24 included.**

Exams must be taken at the host universities according to the arrangements, procedures, rules and dates of the individual institutions. It is not possible to have **retakes** or **proctoring exams** organized at Luiss



University upon return for exams not passed abroad. Any **retakes** must be taken at the host institutions, if scheduled.

In case of failing or withdrawing from the course abroad, students will have to sit the relevant exam at Luiss University in accordance with the regular exam sessions set out in the Academic Schedule and published on the University's website. If a compulsory course is involved, the student must sit the exam for the corresponding Luiss University course as set out in the learning agreement. If an elective course is involved, the student will have to inform the Student Office and indicate which Luiss University elective he or she wishes to sit to replace the elective abroad that was failed or not done.

If, as a result of failing some exams abroad, the number of foreign credits falls below 80% of those awardable by the set of courses at Luiss University that the courses abroad were supposed to replace, the Academic Coordinator may modify the student's study plan so as to achieve the required minimum balancing. To this end, the Academic Coordinator may then change the association of any compensatory courses initially paired with other failed courses or, if there are none, cancel one or more of the previously approved Luiss recognitions and use the corresponding foreign courses to compensate for other courses.

In any case, Luiss courses for which there were compensatory courses abroad that turn out not to have been passed will not be recognized.

Language courses added in the LA as elective or core courses will be **canceled** at the end of the mobility.

If the Transcript of Records includes courses not approved prior to the student's departure or during their stay on foot of a request for modification, those courses cannot be recognized.

8. Academic Coordinators' contacts

For any issue regarding the study plan abroad students should contact:

Business and Administration	Lakshmi Balachandran Nair	lbalachandrannair@luiss.it
Economics	Marco Perone Pacifico	mperonepacifico@luiss.it
Political Science	Vera Capperucci	vcapperucci@luiss.it
Law	Alessia Farano	afarano@luiss.it

Please note that freemover@luiss.it must be in Cc in every exchange with the academic coordinators.



9. Instructions for submission of online applications

1. Access the [Web Self Service](#).
2. Enter: username and password.
3. Once logged on, choose from the menu on the left: **STUDY ABROAD** – Study Abroad Opportunities (Luiss Outgoing students).
4. In the **Study abroad area** drop-down menu, choose: ERASMUS AND NON-EUROPEAN EXCHANGES.
5. The following calls for applications will be visible:
 - Free Mover DEF (Economics)
 - Free Mover DIM (Business and Administration)
 - Free Mover SP (Political Science)
 - Free Mover GP (Law)

NB: If the student does not meet the prerequisites for the call for applications, he or she will not be allowed to proceed further.
6. To access the online application, click on the magnifying glass.
7. Go to **APPLY FOR THE PROGRAM** (to continue you must confirm that you meet the requirements indicated as "mandatory").
8. Indicate the foreign universities in order of preference (if the chosen location is not on the [list](#) of possible destinations published on the Free Mover online page, it will be necessary, at least **ten days before** the Free Mover program application deadline, to send an e-mail to freemover@luiss.it specifying the name and a proposed plan for the new foreign location where you wish to spend the semester abroad).
9. Click on **PROCEED**.
10. Once you have done so, a provisional summary of the data you have entered will be displayed (DESTINATION MEMO).
11. Upload the "[Recognition Proposal](#)" form in Word format.
12. Please also note that attachments should be legible and uploaded in accordance with the instructions given herein and the requirements of each call for applications. Each attachment should be named as follows: **UNIVERSITY_SURNAMENAME** (e.g. **CARLOS III_ROSSIMARIO**). Applications that do not comply with the above requirements will not be considered.



13. Upload the Recognition Proposal form, click on the **PRINT THE APPLICATION RECEIPT** button. Once the submission of the application is confirmed, the data entered can no longer be changed. It is suggested that you **save the PDF** as a receipt for the submission of your application.

NB: Once you have submitted your application and printed out your application submission confirmation, you cannot change or resubmit your application!

NB: If the host university has earlier deadlines than those set by Luiss University, for the evaluation of the application it **will be necessary to communicate the urgency to freemover@luiss.it and to the Academic Coordinator** by attaching your proposed study plan.