



Luiss Double Degree and Structured Exchanges Instructions for outbound students in the 2024-2025 academic year

For more detailed information about the program's rules, both before and during the mobility period, please refer to the program study plan, the call for applications, the general understanding, the Erasmus Policy Statement, and ECHE Charter Luiss University 2021-2027. Together with these pre-departure instructions, they provide a reliable information framework and must be read and understood by all students.

Moreover, as students are required to comply with the regulations of the partner university during the mobility period, it will be necessary to read and understand the academic regulations of the host university that will be applicable during the study period abroad.

Students are invited to check the Luiss website periodically, as some of the information included in this document might be subject to change.

1. GETTING READY FOR DEPARTURE

1.1. Health insurance

Insurance coverage for accidents and civil liability is guaranteed for all Luiss students, while other coverage such as medical expenses, travel assistance or luggage is provided only to students involved in an Erasmus + program mobility¹.

For EU countries it is essential to bring one's own European Health Insurance Card, in the absence of which it will be necessary to apply to one's local health authority (ASL) for a certificate in lieu thereof. However, it is always advisable to check in advance what the national health system in the host country covers. In any event, it is recommended that an insurance policy covering medical care, possible hospital stays, emergency situations, or other is taken out.

Outbound students are advised to take out insurance that, depending on their personal situation and host location, covers remaining aspects such as civil liability related to using non-motorized vehicles or third-party liability.

It is advisable to check the terms and conditions of the policies and to take them out directly through the host institution, if possible. Indeed, some institutions require the insurance policy to be taken out directly through them.

Accordingly, before departure students must inform the International Development Office about the type of insurance purchased (if it is a policy among those proposed by the partner university and the coverage guaranteed by such insurance) and send the relevant documentation to international@luiss.it.

¹ The following programs are not considered as Erasmus + mobility programs: DD in Corporate Finance with Paris Dauphine, DD in Global Management and Politics with Nova, Double Degree in Business Transformation / International Business with Paris Dauphine, and DD in Management of Green Economy with University of Mannheim.

1.2. Compilation of the Study Plan/Learning Agreement A.Y. 2024-2025

For students who will receive an Erasmus+ scholarship, the study plan must be filled out online by accessing the Luiss website, on the following page: <https://www.luiss.it/it/servizi-agli-studenti/web-self-service>. The study plan must reflect courses indicated in the mobility program's Double Degree or Structured Exchange program, as listed on the program's webpage. The International Development Office will contact students to provide specific information on the course uploading procedure. The procedure must be completed before departure.

For students in mobility without the Erasmus+ scholarship², the study plan must be filled out in paper format. The International Development Office will send a sample study plan to students. The document must be duly signed before departure.

This document aims to provide useful information to all students attending the above-mentioned international program during the 2024/2025 academic year.

1.3. Getting ready for departure

Once the partner universities receive the application forms sent by Luiss, correspondence will begin directly between them and Luiss students. Accordingly, students should check their e-mail constantly and make sure that their mailbox has enough space.

Students must carefully read all communications received and follow host university instructions and procedures. All formalities must be completed in good time without waiting until the last minute or deadline day. It is advisable to keep a copy of all documentation received and correspondence exchanged (on paper or electronically).

1.4. Host university registration and application

All partner universities require that visiting students complete a pre-arrival enrollment procedure. This procedure envisages the submission of an application form, either on paper or electronically (though usually both), containing all data relating to the student, at times accompanied by other documentation including, for example, a copy of ID, updated transcript of records (in English), curriculum vitae, photo, etc.

In any event, all host university deadlines must be met: sending of application forms or completion of the online enrollment process, course registration, accommodation applications, payment of security deposits, etc.

Students are responsible for complying with host university procedures by the deadlines set by the latter. In this regard, students should review the rules and procedures set out in e-mails and handbooks sent by the host university regarding course registrations, etc.

² Students selected in the following programs do not receive an Erasmus+ scholarship: DD in Corporate Finance with Paris Dauphine, DD in Global Management and Politics with Nova, Double Degree in Business Transformation / International Business with Paris Dauphine, and DD in Management of Green Economy with University of Mannheim. Students selected for these programs will receive a scholarship from Luiss funding.



1.5. Useful tips

Outbound students are recommended to:

- Read this document carefully.
- Bring a few passport-size photographs with them.
- Bring a printed or scanned copy of their passports with them, as well as their visa, if needed.
- Leave a relative or a friend some proxy forms already filled in and signed, with a copy of one's ID attached, so as to authorize that friend or relative to apply for certificates from the Student Office. (The proxy form can be downloaded from the Student Office section of the Luiss website).
- Regularly check their Luiss e-mail accounts during the mobility period and keep track of all administrative deadlines and updates available in the [Luiss website](#).

1.6. Team leader

Each cohort will need to appoint a team leader to represent them. The goal is to optimize the flow of information and facilitate the resolution of any problems.

The team leader will be the link between the students and Luiss. Once the team leader has been appointed by the students, the name should be shared with the International Development Office.

2. ARRIVAL

2.1. Arrival at the host institution

Arrival dates communicated by the host institution must be adhered to. It is necessary to inform the host university of the exact date of arrival, if required.

Upon arrival it is essential that students e-mail the International Development Office (international@luiss.it) as soon as possible, in order to confirm their arrival and communicate their postal address, telephone number, and e-mail address in the destination city.

Online registration with the Italian Ministry of Foreign Affairs dedicated website for Italians abroad is also strongly recommended:

- <https://www.dovesiamonelmondo.it/>
- <https://www.dovesiamonelmondo.it/public/cultura>
- <https://www.dovesiamonelmondo.it/dovemondo/lavoratore>



2.2. Safety

The Luiss App includes a Safety Check function, with the aim of protecting students participating in exchange programs with foreign universities with which Luiss has cooperation agreements. The service is integrated with the "Travel Safe - Abroad" and "Where we are in the World" initiatives sponsored by the Crisis Unit of the Ministry of Foreign Affairs and International Cooperation.

- In the event of an emergency, an attack or other serious events abroad, the Ministry of Foreign Affairs and International Cooperation recommends the following behavior:
- Avoid the targeted area or, if you find yourself close to it, move quickly away to a safe place.
- For the time being, stay inside your home, follow local authorities' instructions, and stay informed.
- If possible, try to call for help and/or communicate your location to the Italian Diplomatic Representation on the ground.
- Let your family know you are safe (text message, social media) and ask them to notify the Crisis Unit.
- Rely on social media if phone communication is not an option.

All students about to leave for a mobility abroad program are encouraged to activate the travel option on the Luiss App. To do so, you must edit your form by entering at least one contact between mobile and/or landline. The travel option can be changed or deactivated at any moment, and all information will be recorded in the travel section that is available on each user's profile.

2.3. Accommodation

Not all partner universities guarantee housing to exchange students. Most universities have agreements with real estate agencies providing assistance to students. Other partners do not guarantee at all an accommodation in dormitories, residences, or private housing. As a first step, Luiss relies on housing options provided by hosting university partners, which have a better knowledge of the housing options in the area. Luiss can contribute by giving information on procedures to secure housing, but it does not manage the procedures directly and cannot guarantee students to secure an accommodation.

Therefore, it is the student's responsibility to inquire on the availability, procedures, and deadlines for the request of an accommodation. In order to give support to outbound students, Luiss has stipulated an agreement with Housing Anywhere.

If students want to make use of the agreement, they need to subscribe to the platform at this webpage. Other useful websites when looking for an accommodation in a foreign country are:

- <https://www.airbnb.com/>
- <https://www.uniplaces.com/it/>



Before concluding any online reservation through the website, we advise students to read the conditions very carefully. We invite students to be extremely mindful in order to avoid online scams. Generally, the standards of accommodations proposed to exchange students are lower compared to Italian's. Students with particular needs should take this into account and find housing autonomously.

2.4. Potential difficulties on arrival or during the period abroad

The novelty of the experience, initial language difficulties, the impact of a new country, and the bureaucracy to deal with on arrival could create difficulties for some students. These are problems that can always be solved.

The important thing is to leave prepared, maintain an open and positive attitude, and get through the first few days. Students should not let themselves be overcome by anxiety and should detail any problems. Once students get over the initial teething problems, the period of study abroad will become very rewarding.

Students can count on the support of Luiss International Development Office before departure, during the mobility period and after their return to Italy. For problems of any type students can always contact both the Luiss International Development Office and the corresponding office at the host university.

In particular, Luiss offers a psychological counseling desk dedicated to students called **Luiss Ascolta**:

Contacts

Number: +39 340 51 35 054

E-mail: luisstiascolta@luiss.it

Keep in mind that this represents a unique opportunity for you to get out of your comfort zone, make friends, take on new experiences, and learn new things. Use this chance to enrich your cultural background, grow, and become a better version of yourself.

3. DURING THE MOBILITY PERIOD

3.1. Administrative deadlines at Luiss

All administrative formalities during the period of absence from Luiss must still be complied with by the relevant deadlines (for example, submission of one's overall study plan, enrollment at Luiss, payment of tuition fee installments, delivery of documents to apply to sit the degree exam, etc.). Deadlines should be checked on the Luiss website.

3.2. Communication

All channels listed below will be available to students, depending on the nature of their request.



3.2.1 E-mail

E-mail is the main communication channel for all **information concerning the arrangement of the program**, including all academic issues (recognition of courses, exams, and thesis). Moreover, e-mails must be used to communicate official information regarding, but not limited to, scholarships, certificates, information on travel arrangements (such as that specified in point 1) and so on. During especially intense periods, it might take up to 2-3 days to reply to non-urgent e-mails, while urgent requests will be dealt with as soon as possible.

E-mails must be addressed to the International Development Office (international@luiss.it) and/or the administrative coordinator of the program attended. In case of doubt, write to the International Development Office and the right person will receive your e-mail.

Students should refrain from writing to other Luiss offices (such as Student Mobility, the Department of study, or the Student Office) for matters related to their mobility program, unless specifically indicated by the International Development Office.

3.2.2 WhatsApp

The International Development Office might create groups on WhatsApp for students in situations where it will be deemed necessary. These groups are to be used **exclusively in case of emergency** or in case of ongoing crisis management. Due to privacy regulations, students are required to provide specific written authorization to be included in the group.

3.2.3 Phone calls

Students can call the administrative coordinators of their programs at the International Development Office in case of **general doubts about the program or academics, or for emergencies**. For non-urgent requests, students are encouraged to arrange a phone call by writing an e-mail to the International Development Office.

3.2.4 Videoconferences

Upon request, videoconferences can be arranged for **in-detail conversations** about the program or any issues. To arrange a videoconference, write an e-mail to the International Development Office or the Administrative Coordinator of the program.

3.3. Urgent Matters

In case of urgent matters, students abroad are requested to notify the International Development Office as soon as possible by calling the number displayed in the program webpage or the Luiss switchboard (+39 06 852251) and, if necessary, the Italian authorities (Embassy or Consulate) in the host country.



3.4. Rules of conduct

Outbound students are expected to conduct themselves in a manner befitting an international academic experience. Utmost respect must be shown to host university people and property and any damage avoided. Luiss students guilty of conduct unbecoming them at host universities will be reported to Luiss academic authorities and may face disciplinary action.

For further information, please refer to the document "General Understanding on Mobility: Double Degrees and Structured Exchanges", which each selected student is required to read, and return signed upon acceptance of the mobility program.

3.5. Plagiarism

It should be borne in mind that plagiarism is a crime and is severely punished. In their written work, papers, Internet research, etc., students must always cite the source when using the documents or work of others.

During the exams, it is forbidden to bring material or notes expressly prohibited by the host university. Solely in the case of an open book exam or take-home exam, it is permissible to use certain materials. Students will receive the necessary instructions from the host universities.

3.6. Environmental impact

The transport sector has a significant impact on the environment. In Europe it counts for about a third of total energy consumption and a fifth of greenhouse gas emissions. Sustainable mobility stands for a green transport system that helps reduce the impact of this sector on the environment. Students travelling abroad have the opportunity to reduce the environmental impact of their transfer by choosing sustainable transportation modes. Airplanes are the most polluting means of transport. Rail travel remains the most environmentally friendly transportation mode.

You can save the environment by reducing your number of flights in favor of more sustainable means of transport such as trains or buses. If reducing the number of flights proves difficult, you can choose less polluting airplanes. Some search engines highlight with a green rectangle which flights produce less CO₂ for the chosen route. We recommend you the following tips to help support the environment:

- Avoid short trips whenever possible.
- Aim for non-stop flights by choosing direct flights. Flying nonstop saves energy, because the takeoff stage is very energy consuming.
- Use green airports: airports that have recycling programs, sustainable buildings, noise reduction programs and control over vehicle emissions.
- Aim to fly economy whenever possible to reduce fuel consumption.

There are useful measures that can be adopted when moving in the city, such as:

- Getting around on foot and using the bicycle
- Using public transportation and shared private means of transport

Walking and cycling are also important for connecting people. In line with the University's objectives and policies, as included in the Erasmus+ European Charter all program participants are invited to be mindful of the impact of their actions on the environment. The Erasmus Program shares the United Nations' Sustainable Development goals for 2030, in support of a greener and more respectful society.

3.7. Recognition of exams to be taken abroad

Recognition is agreed upon before departure. If, upon arrival at the host university, any of the chosen subjects are not available, any proposals for changes must be forwarded by e-mail to the International Development Office and the Academic Coordinator, indicating the names, credits, and complete syllabi of the courses affected by the changes, within a maximum of two weeks after arrival. Students must also document in writing why they are unable to take a course approved prior to departure. New proposals will be evaluated by the Coordinator. In the absence of the required documentation, any proposed changes will not be considered.

3.8. Grades earned abroad - examinations and transcripts of records

Account will be taken solely of the grades officially communicated to Luiss by the host university, expressed in accordance with the assessment system used in the country where the study period abroad took place. Foreign universities do not allow a student to decline the grade awarded. After receipt of certification of the exams taken abroad (i.e. the transcript of records), the grades will be converted into thirtieths on the basis of a conversion table agreed upon with the partner and approved by the academic commission.

Further points to remember:

- Students are asked not to discuss grade conversion with the host university as this is a matter solely for Luiss.
- Examinations must be taken at the host universities in accordance with the procedures, rules, and dates of the individual institutions.
- It is not possible to have retakes organized at Luiss for exams not passed abroad. Exams must be taken at the host institution.
- Should a student fail an exam or drop out of a course abroad, the corresponding Luiss exam envisaged in the original overall study plan will have to be taken at Luiss. Please note that this rule applies only to Structured Exchanges as Double Degree programs require students to pass all exams abroad.
- Please note that, due to the Italian law, Luiss' exams must be taken in-person at Luiss' campuses.

The transcript of records will probably not be available immediately upon conclusion of the study period abroad before students return to Italy. Exceptionally, some institutions will issue it to students prior to departure. Most universities send certificates to students or to the Luiss International Development Office as soon as they become available. As soon as they are received, students should deliver/send them to the office staff as a matter of urgency. It should be borne in mind that generally two to three months pass before receipt of the transcript.



3.9. Registration of exams taken abroad

At the end of the study period abroad and after receipt of the transcript of records (to be verified by the International Development Office regarding its content and regularity), the final conversion statements will be prepared. These documents are signed by the relevant Luiss authorities. The Student Office will register, in the academic record of each student, the learning activities undertaken abroad and the credits earned. The grades for the exams taken abroad will not be entered in the student's academic record booklet but solely in their academic record.

In some instances, students might be required to pass courses at the partner institutions that will be recognized at Luiss as free additional courses. These will be transferred with a pass/fail assessment to their Luiss degree and therefore will not have any impact on the Luiss' weighted average grade.

4 RETURN TO LUISS

Shortly before the end of the mobility period, students will receive a feedback form to relate information about the courses taken abroad, the pre-departure arrangements and the overall experience.

Please note that the form is mandatory for quality assurance purposes and the official transfer of grades. It will be made available to other students, staff from the International Development Office and Academic Coordinators.

5 USEFUL CONTACTS AT LUISS

International Development Office

E-mail: international@luiss.it

Website: www.luiss.it

Phone for urgent matters: number displayed on the program webpage or the Luiss switchboard (+39 06 852251)

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