

Luiss

Libera Università Internazionale
degli Studi Sociali Guido Carli



Erasmus+

International Exchange Programs

Erasmus+ and non-European countries

Procedures for application forms,
documents to be prepared, deadlines

1. Online Learning Agreement for Course Recognition

Selected students must submit to the attention of the Academic Coordinator of their Area a study plan with the courses they would like to take abroad by filling out an online **Learning Agreement** through **Web Self-Service**, during the timeframes indicated in the document “Learning Agreement Submission Timeframes” (available online [here](#)). To this end, please review the submission terms outlined in the [Technical Guide to the Submission of the Online Learning Agreement 2024-2025](#) available on the website and emailed to all applicants.

The Academic Coordinators are the following professors:

Area of Political Science: prof. Francesco Cherubini

Area of Business and Management: prof. Maria Jell Ojobor and prof. Cinzia Calluso

Area of Economics and Finance: prof. Federico Carlini

Area of Law: prof. Pietro Pustorino

Students are not to contact the coordinators by email, but to submit recognition proposals through the Web Self-Service platform.

Before submission, it is necessary to carefully review the course offerings and how to access the courses at the host university. In the absence of direct information from the host university, you can refer to the “Corsi” tab available in the “*Università Partner*” portal (**questionnaires and fact sheet**) at <http://intranet.luiss.it/>.

Review carefully:

- Which courses are open to international students and whether there are any restrictions.
- Whether you can select courses on different enrollment years and levels, combine different programs or specializations.
- If there are any prerequisites required or if courses are limited in number.

Recognitions operated in the previous academic year (compiled in special lists for each host location) are usually considered valid by the coordinator; however, final approval still rests with the coordinator of your area on a case-by-case basis.

Compare the courses offered by the host institution with those provided in your own curriculum by carefully reading the course syllabi and checking the number of ECTS credits.

Under no circumstances can recognition be obtained for courses abroad that do not provide any grade, but only provide, for example, a generic indication of passing (**pass or fail**). This is also valid if the course involved is associated with another foreign course that does provide a grade.

The formulation of recognition proposals consistent with the present regulation is the **responsibility of the individual student**. Associations in violation of these regulations may be cancelled upon the return of mobility during the course recognition process even if they were erroneously approved by the coordinator.

Students will need to consider a **rather wide range of proposals** to prepare for the event that the Learning Agreement is rejected by their Delegate. In fact, in the event of non-approval, a **new proposal** will need to be sent **within 24 hours** of the relevant e-mail communication.

Failure to meet submission deadlines could jeopardize participation in the exchange program.

For submission purposes, you should select the courses for which you think recognition is most likely.

Criteria for the Preparation of the Learning Agreement

Students will be required to submit a study plan to be taken abroad for a total of about **30 ECTS** credits. For extra-EU locations, there is a conversion table to assess equivalence with the ECTS system, available online [here](#). It is strongly recommended to follow a workload abroad in line with what the host university suggests.

Under no circumstances can more than **36 ECTS** (Luiss) credits be recognized per semester. For students of the single-cycle Law degree program, the maximum number of courses that can be recognized in Luiss is 5 per semester.

- **Instructions for all degree courses except for “Amministrazione, Finanza e Controllo”; “Data Science and Management”; “Management and Computer Science”; “Giurisprudenza”**

Students of Amministrazione, Finanza e Controllo; Data Science and Management; Management and Computer Science and Giurisprudenza can refer to the instructions for completing their Learning Agreement in the next section.

Courses taken abroad may be recognized as:

- **Elective Abroad** in lieu of Luiss elective courses.
- **Core Abroad** in lieu of the mandatory courses shown in [this list](#) for each degree program.
- **A specific compulsory** Luiss course other than those listed.

Electives abroad will be recognized with their **foreign titles**, and it will **not** be necessary to identify foreign courses that are equivalent to specific Luiss subjects. It will be **sufficient** that they are **consistent** with one’s **area of study** and are not too similar in title or content to other courses in one’s degree program.

Core Abroad courses will be recognized with **foreign title**, and it will **not** be necessary to identify foreign courses that are equivalent to specific Luiss courses. It will be **sufficient** that they are consistent with the academic objectives of one's **major/track/address** or, if not provided, one's **degree program**, and that they are not too similar in title or content to other courses in one's degree program.

Global Management and Politics students, in particular, will need to select Core Abroad courses pertaining to the area of Political Science while Elective Abroad courses may be pertaining to Political Science and/or Business and Management.

NB Students departing on an exchange and enrolled in a degree program that provides an Individual Study Plan (except students enrolled in the Master of Management degree program) will necessarily have to select it. If, on the other hand, the degree program does not provide it, it will be necessary to choose a major/track/address that is consistent with the Core Abroad courses chosen abroad.

Instead, in order to obtain recognition for compulsory courses not included in the above list, it will be necessary to identify courses abroad with a syllabus very similar to that of Luiss.

➤ **Instructions for Law students**

For students in the single-cycle Law degree program, the maximum number of courses recognizable at Luiss is 5 per semester. The following indications refer exclusively to students enrolled in the aforementioned degree program.

The courses taken abroad may be recognized as:

- **Elective Abroad** in lieu of Luiss elective courses.
- **Core Abroad** in lieu of two of the four mandatory profile courses (student's choice).
- **Compulsory courses** from the first seven semesters of the degree program and the two mandatory profile courses that were not chosen by the student as Core Abroad courses.

Elective Abroad and Core Abroad courses will be recognized with foreign title.

For **Electives Abroad**, it will **not** be necessary to identify foreign courses that are equivalent to specific Luiss courses. It will be **sufficient** that they are **consistent** with one's **area of study** and that they are not too similar in title or content to other courses in one's degree program.

For **Core Abroad** courses, it will not be necessary to identify foreign courses that are equivalent to specific Luiss courses. It will be **sufficient** that they are **consistent** with one's own **profile** and that they are not too similar in title or content to other courses in one's own degree program. Except for students enrolled in the fourth year, it will then be **necessary** to indicate the profile chosen in the "notes" field when completing the Learning Agreement. At the time of completion of the Learning Agreement, students will be required to use the following codes to identify the Core Abroad courses for which they

are requesting recognition, always keeping in mind the maximum limit of two recognizable courses for that category:

- ECO1 and ECO2 in lieu of fourth-year profile courses.
- ECO4 in lieu of the mandatory fifth-year profile course.

Instead, in order to obtain recognition of the **compulsory** courses, it will be necessary to identify foreign courses with a program very similar to the Luiss program.

On the other hand, it is not possible to obtain recognition under the mobility abroad program for the following courses:

Macchine intelligenti e diritto

Clinica legale

Elective preparatory courses for the enrollment in shortened degree programs

Note on shortening of degree program for students enrolled in the single-cycle degree program in *Giurisprudenza*

The students involved who take their electives abroad will be able to sit, as additional courses, the exams required for the shortening of the degree program in Luiss.

➤ **Instructions for students of “Amministrazione, Finanza e Controllo”; “Data Science and Management”; “Management and Computer Science”**

Courses taken abroad may be recognized as:

- **Elective Abroad** in lieu of Luiss elective courses.
- **Mandatory Abroad** in lieu of the mandatory courses scheduled for the year of mobility by one’s degree program.

Both types of courses will be recognized with **foreign titles**.

For **Electives Abroad**, it will **not** be necessary to identify foreign courses that are equivalent to specific Luiss courses. It will be **sufficient** that they are consistent with one’s **area of study** and are not too similar in title or content to other courses in one’s degree program.

Mandatory Abroad courses must, on the other hand, necessarily be related to the **scientific disciplinary sector** of the course they replace.

Below is the list of mandatory courses that can be **replaced** with **Mandatory Abroad** courses by degree program with the corresponding SDS (scientific disciplinary sector) and code of the corresponding Mandatory Abroad:

1. **Management and Computer Science:** Business and Marketing Analytics (SECS-P/08: Economics and Business Management); Business Cyberlaw (IUS/04: Business Law); Finance and Financial Technologies (SECS-P/09: Business Finance).
2. **Amministrazione Finanza e Controllo:**

for the **AFC – AZIENDALE** profile: Programmazione e Controllo (SECS-P/07: Business Economics); Strumenti di Finanziamento per le Imprese (SECS-P/11: Economics of Financial Intermediaries); Operazioni Straordinarie e Valutazione d'azienda (SECS-P/07: Business Economics).

for the **AFC – PROFESSIONALE** profile: Diritto delle Crisi D'impresa (IUS/04: Commercial Law); Revisione Aziendale, Tecnica e Deontologia Professionale (SECS-P/07: Business Economics); Operazioni Straordinarie e Valutazione D'azienda (SECS-P/07: Business Economics).

3. **Data Science and Management:** Big Data and Smart Data Analytics (SECS-S/01: Statistics); International Operations and Global Supply Chain (SECS-P/08: Economics and Business Management); Privacy in The Digital World (IUS/01: Private Law).

Students of “*Amministrazione, Finanza e Controllo*” who wish to take advantage of the *Convenzione con l'Ordine dei Dottori Commercialisti ed Esperti Contabili* must specify it in the notes field when submitting the Learning Agreement, indicating which courses abroad require confirmation from the coordinator that they fall within the specific Scientific Disciplinary Sector requested.

➤ Common instructions for students of all degree courses

Recognition of the credits for other activities cannot be included in the Learning Agreement or requested from the coordinator; it can be requested directly from one's School of affiliation.

Under no circumstances can language courses abroad be recognized at Luiss as **Elective, Core, or Mandatory courses** (even if mistakenly included and approved in the Learning Agreement).

Optional **additional courses** (*corsi liberi*) **must not be associated to any Luiss equivalent**, but simply marked as such by ticking the relevant box. Language courses taken at the Host Institution can only be recognized as additional courses taken abroad in case the student is not already enrolled in the same language course at Luiss.

The requirement of **preparatory courses** (*vincolo di propedeuticità*) is lifted for courses recognized within the scope of the present mobility for study abroad program. It is therefore possible to obtain recognition of courses even if they require preparatory courses at Luiss.

An overall balance of credits must be achieved: the total credits earned abroad cannot be less than 80 percent of the credits recognized in Luiss. This condition is strictly necessary, but not sufficient. The coordinator of one's area, having evaluated the student's proposed study plan, can still request the student to increase the total number of credits obtained abroad. In any case, it is strongly recommended to have—or at least tend to have—a balance of 100%; in the case of a plan bordering on the 80% balance, in fact, the failure for a single course would risk compromising the balance of the entire plan (with no more remedy), with the risk, upon returning from the mobility period, of not obtaining the recognition of one or more courses in order to rebalance it.

You can check the balance through the following online tool: <https://t.ly/8aSAF>.

In order to balance credits, it may be necessary to **associate another 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 or 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 with two Luiss courses. However, when such a **double association** is present in the Learning Agreement, the overall number of credits earned abroad must be equivalent to at least **100 percent** of those recognized at Luiss in the entire plan.

The academic coordinators will evaluate the proposals and approve the Learning Agreement if the proposals are all valid, or reject it if even one is invalid, including the reason for rejection. In such a case, the candidate must resubmit the Learning Agreement by amending it so that the proposals are all valid.

Learning Agreements of outbound students heading to an Erasmus location will be transmitted for countersignature to the host university through the **Erasmus Without Paper** system. The system generates a notification when the Learning Agreement is signed by the host university through this system.

Obtaining the **signature** of the Learning Agreement from the host university, however, is not necessary for students participating in a **bilateral exchange**.

2. Changes to the Learning Agreement

Each university has its own course registration procedures, which usually differ from those provided for local students. The host university provides instructions, usually directly by e-mail, to all interested parties: it is important to constantly monitor e-mail to stay up-to-date on this matter.

Students must check the **availability of the courses approved in the Learning Agreement** by the coordinator prior to departure and **follow the necessary procedures to enroll in them.** Until that time, and upon approval of the Learning Agreement **by the host university as well, the document does not represent a guarantee of the plan stated in it, that is, it does NOT in any way guarantee enrollment in the courses it contains.** Indeed, seats reserved for incoming students in individual courses are often limited, and there is frequently a registration process for accessing them on a first-come, first-served basis, or through a bidding system. We advise students to strictly follow the procedures for registering for courses at the host university.

The first Learning Agreement approved prior to departure is, therefore, **provisional**; this is because, often, the information available at the time of its submission refers to the educational offerings of the current academic year (preceding that of the mobility).

If any of the chosen courses are not available, students must submit a new Learning Agreement **within the maximum deadline of three weeks from the start of the courses**, compatibly with the deadlines and procedures set by the host university.

A new Learning Agreement may be submitted **only when the change is unavoidable** (as a result, for example, of changes in course offerings at the host university). Students will have to access their own area Web Self-Service and click on the button “**New Learning Agreement**” following the instructions for submitting the Learning Agreement online available on the website.

- Please note that no more than **36 ECTS (Luiss) credits can be recognized per semester.** For students in the single-cycle Law degree program, the maximum number of courses that can be recognized in Luiss is 5 per semester.
- Please note that students are required to **submit the Luiss study plan (i.e., choice of electives and profile/address)** following the instructions on the website, **within the deadlines provided by the Student Office.**
- **NB** In case it is necessary to take **two or more exams abroad** to obtain recognition of a single subject in Luiss, it is mandatory to pass all the exams to obtain recognition of the course in Luiss. Otherwise, the exam taken abroad without compensation can only be recognized as an additional course.

- **N.B.** After the **timeframe to change** the Learning Agreement has passed (three weeks from the start of the courses), **it cannot be modified in any way.**

Please consider at least three working days to allow your coordinator—who has to handle numerous requests—to have time to evaluate the proposal.

Once approved by the coordinator, the Learning Agreement must be signed by a person in charge of the host university's International Relations office. This process will happen automatically through the EWP platform.

This document is mandatory in order to obtain the scholarship and to be able to proceed with the recognition of exams at the end of the exchange.

3. Host University Registration and Application

All partner universities require that students complete a registration - application procedure prior to arrival. That procedure envisages the submission of an **application form**, either on paper or electronically (more often e-mail, so it is recommended that you constantly check your Luiss e-mail), containing all data relating to the student, at times accompanied by other documentation like, for example, a copy of ID, up-to-date transcript of records (in English), curriculum vitae, reference letter from a professor, photograph, etc..

The transcripts of records (certifications of exams taken) should be requested in a timely manner from the Student Office by completing the procedures indicated at the following links:

<http://www.luiss.edu/students/student-office/bachelors-degree-programs/requesting-and-issuing-official-documents>

<http://www.luiss.edu/students/student-office/graduate-office/requesting-and-issuing-official-documentsself-certification->

On the other hand, the Student Mobility Office will produce **the language letters** required for students to apply with the host institution if the foreign university does not require specific external certification.

Often, accommodation may also be requested during the application process, but it should be kept in mind that not all institutions are able to directly offer accommodation to host students. Therefore, it is advisable to consult the factsheet and website of the host institution to find useful information regarding accommodation and application procedures.

Students are required to inquire about the documentation required by the host university to prepare the application and are responsible for completing all procedures within the deadlines set by the obtained location. Failure to comply with these procedures and deadlines could result in exclusion from the exchange program.

Information is usually sent by the host university directly to the student or found in the “*modalità di ammissione*” tab on the Partner University portal in the Luiss Intranet section. Each university has its own deadline for sending the documentation.

Some institutions have particularly tight deadlines for receiving applications; therefore, students should take steps to complete the procedures on time.

Upon receipt of application forms, partners will respond to students through Luiss Student Mobility staff, via e-mail or by mail directly to the student’s home address.

In all these steps, Luiss Student Mobility will provide **assistance** to students, notwithstanding the **individual responsibility** of each student to complete all procedures within the prescribed deadlines.

4. Useful Information for Filling out Application Forms

Useful information for filling out application forms at host universities:

- The **Sending Institution or Home University** is:
Luiss Guido Carli
Student Mobility
Viale Romania 32
00197 Rome - Italy
Tel. : +39 06 8522 5642
Email: relint@luiss.it
- The **Erasmus Code**, if requested, is: **I ROMA03**
- As regards Luiss the **Erasmus Institutional Coordinator**, the **Responsible Person at the Sending Institution** or the **Contact Person** is:
Dott.ssa Annamaria A. Ricciardi
Head, Student Mobility
Erasmus Institutional Coordinator
Viale Romania 32, 00197 Rome - Italy
Tel. : +39 06 8522 5642
Email: relint@luiss.it
- **Names of the Luiss study areas in English and Erasmus codes:**
Area of **Business and Management** (Impresa e Management)
ISCED Code: 0410
Area of **Economics and Finance** (Economia e Finanza)
ISCED Code: 0311
Area of **Political Science** (Scienze Politiche)
ISCED Code: 0312
Area of **Law** (Giurisprudenza)
ISCED Code: 0421