



## Preparing your Erasmus+ or Bilateral Learning Agreement Procedures for application forms, documents to be prepared, deadlines

### General Recognition Instructions

Students must submit a study plan to be followed abroad for a total of **about 30 ECTS credits**, in the periods indicated in the "**Terms of presentation Learning Agreement**" file (available [online here](#)). For bilateral venues there is a '**Credit Balance Table for bilateral venues**' to assess equivalence with the ECTS system, available [online here](#). **Under no circumstances may more than 36 ECTS credits (Luiss) be recognised per semester**. For students of the single-cycle Law degree program the maximum number of courses that can be recognized at Luiss is 4 per semester.

For the purposes of the presentation, it is necessary to select the courses for which it is believed that the recognition is most likely.

In particular, in the case of **compulsory courses**, a strong **compatibility and affinity of the programmes** is required.

### Academic Recognition Flexibility

Students departing for mobility in 2023-2024 will be guaranteed greater flexibility in the choice of courses to be taken abroad than in the past. The degree of this flexibility varies depending on the degree program of enrollment.

### **Instructions for all degree programs except "Amministrazione, Finanza e Controllo"; "Data Science and Management"; "Management and Computer Science" and Law.**

The following instructions apply to all degree programs, **except** those of:

1. Amministrazione, Finanza e Controllo
2. Data Science and Management
3. Management and Computer Science
4. Law

Students of these degree programs can see the instructions for completing their own Learning Agreement in the next section.

Courses attended abroad may be recognized as "**Elective Abroad**" in place of Luiss elective courses, as "**Core Abroad**" in place of the compulsory courses listed in [this list](#) for each degree course, or as 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, in particular, 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 leaving for an exchange and 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 4. The following indications refer exclusively to students enrolled in the aforementioned degree course.

The courses attended abroad can be recognized as:

- **Elective Abroad** in place of Luiss elective courses.
- **Core Abroad** in place of the 4 profile courses.
- **Specific Luiss** courses outside the profiles.

"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.

"Core Abroad", on the other hand, must be **necessarily** consistent with the **specific courses of the chosen profile**. 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 Learning Agreement.

To obtain the recognition of Luiss mandatory 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.

It is in no case possible to get recognition, as part of the mobility abroad program, of the following courses:

*Macchine intelligenti e diritto*

*Clinica legale*

Elective preparatory courses for the enrollment in shortened degree programs

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



Courses attended abroad may be recognized as “Elective Abroad” in place of Luiss elective courses, and as “Mandatory Abroad” in place of the mandatory courses determined for the year of mobility from their degree course.

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

For “Electives Abroad” 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 programme** and that they are not too similar in title or content to other courses envisaged by their degree programme.

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):

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 – PROFESSIONAL** 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).

Under no circumstances can language courses abroad be recognized in Luiss as **elective, core or mandatory courses**, even if mistakenly included and approved in the Learning Agreement.

Any additional **courses must not be associated with an equivalent one in Luiss**, but simply marked in the Online Learning Agreement with the appropriate check. The language courses taken at the host university can only be recognized as additional courses taken abroad if the student is not already enrolled in the same language course at Luiss.

Courses recognized during the previous academic year (listed in specific documents for each host location) are usually considered valid by the Academic coordinators. The final approval is in any case to be confirmed Academic coordinator of your area. The lists of previously approved courses can be found in the “**Partner University**” intranet portal at the following link <http://intranet.luiss.it>, at the bottom of the page in the ‘Courses’ tab.

Please note that **a total balance of credits must** be achieved: the total of credits obtained abroad cannot be less than 80% of the credits recognized in Luiss. This condition is strictly necessary, but not sufficient. The academic coordinator of his area of study, after evaluating the study plan proposed by the student, may in any case request the student to increase the total number of credits obtained abroad.



In order to balance credits it may be necessary to **associate one or more other courses abroad** (so-called compensatory) to obtain the recognition of a Luiss course. **Compensatory** courses should preferably be related to your own education path. In **exceptional cases** (e.g. in the absence of other available courses, irremediable time overlaps) language courses may be recognised as **compensatory**, and in any case always at the discretion of the academic coordinator.

### **Note on the course abbreviation for students of the single-cycle degree course in Law**

These students are reminded that for the application for a second degree with course abbreviation it is possible to enter the necessary courses as additional courses to be taken at Luiss if you want to obtain the recognition of electives abroad (elective abroad).

## **1. Preparation of proposals for recognition**

**Carefully read** all documents received upon the assignment of your location.

**Constantly** check the Luiss email inbox, to which the application procedures will be sent by the host Universities or Luiss Student Mobility staff.

**See** the documentation on **host universities** by browsing the websites and the **intranet portal (questionnaires and fact sheets)** at the following link <http://intranet.luiss.it>

### **Carefully examine :**

- What courses are open to international students and if there are any restrictions.
- If you can select courses from several years, combine different programs or specializations.
- If there are any prerequisites required or if the courses are closed numbered.

**Compare the courses offered** by the host company with those provided for in its legal system by carefully reading the course **syllabi** and checking the **number of ECTS credits**.

Courses **recognized** during the **previous** academic year (listed in specific documents for each host location) are usually considered valid by the Academic coordinators. However, attention should be paid to the rules on credit balancing (see page 3).

## **2. Submitting the Learning Agreement**

The first Learning Agreement approved before departure is **provisional**.

This is because often the information available at the time of its presentation refers to the academic offer of the current academic year (prior to that of mobility).

A study plan abroad usually consists of one or two **compulsory** courses and two **elective** courses. Once **valid** proposals for recognition have been identified, up to a maximum of 36 ECTS recognised in Luiss



per semester. Students of the single-cycle degree program in Law may not apply for recognition of more than 4 Luiss courses per semester.

Students must submit proposals for recognition by submitting the Learning Agreement online by the **deadline** that will be communicated by email. Failure to submit the document within the stipulated deadlines may **jeopardize** participation in the exchange programme. The preparation of the proposals for recognition included in the document to be submitted for the approval of the academic coordinator is the **responsibility** of the individual student.

#### **For all students**

Students must select the most appropriate courses present in the academic offer of the host university. For the purpose of the presentation, it is advisable to select the courses for which recognition is considered most likely, bearing in mind what is indicated in the paragraph on flexibility in recognition on page 1.

Students must submit a study plan to be taken abroad for a total of about 30 ECTS credits. For bilateral locations there is a balancing table to assess equivalence with the ECTS system, available [online here](#). Under no circumstances may more than 36 ECTS credits (Luiss) be recognised per semester. For students of the single-cycle Law degree program the maximum number of courses that can be recognized at Luiss is 4 per semester.

Please note that **a total balance of credits must** be achieved: the total of credits obtained abroad cannot be less than 80% of the credits recognized in Luiss. This condition is strictly necessary, but not sufficient. The academic coordinator of his area of study, after evaluating the study plan proposed by the student, may in any case request the student to increase the total number of credits obtained abroad.

In the case of courses abroad with a large number of credits, it is possible to associate a single course abroad with two Luiss courses. However, when such a **double association** is included in the Learning Agreement, the total credits obtained abroad must be **at least 100%** of those recognized in Luiss in the entire plan.

The academic coordinators will evaluate the proposals and approve the **Learning Agreement** if they are all valid, or reject it if even one is not valid, including the reason for the rejection. In this case, the candidate must submit the Learning Agreement again, modifying it so that the proposals are all valid.

#### **For students destined for an Erasmus+ location**

Once approved by the academic coordinator, the Learning Agreement must be signed by a person responsible for the International Relations office of the host university. This process will take place automatically through the **Erasmus Without Paper** platform.



The system generates a notification when the Learning Agreement is signed by the host university through that system.

N.B.: the approval of the Learning Agreement does not necessarily represent a guarantee on the study plan to be followed abroad. We advise students to strictly adhere to the procedures for registering for courses at the host university.

### **For students destined for a Bilateral location**

Obtaining the signature on the Learning Agreement by the host university is not necessary for students participating in a **bilateral exchange**. For these students, the approval of the Learning Agreement by the academic coordinator will be sufficient.

Please note that the Learning Agreement does not in any case represent a guarantee of enrollment in the courses indicated in it, for which you must follow the specific instructions and timing provided by the host university.

### **3. After the approval of the plan – admission to the host university**

Ask about the **documentation required** by the host university **to prepare the application**. Please note that the application procedure is the **responsibility** of each candidate, and failure to complete the procedures within the timeframe provided by the host university could **jeopardize their admission** to the exchange program.

The information is usually sent by the host university directly to the student, or can be found in the **'admission methods'** tab on the **Partner University portal** in the [Luiss Intranet](#) section. Each university has its own **deadline** for submitting documentation.

Some locations have particularly **tight deadlines** for receiving applications. Students will therefore need to take action to complete the procedures in time.

Most partner universities have now adopted **electronic procedures** for managing applications, registering for courses and applying for accommodation. The exchange of information between the University and the student also takes place almost entirely by **e-mail**. It is recommended to activate and constantly check your Luiss email ([name.lastname@studenti.luiss.it](mailto:name.lastname@studenti.luiss.it)) which is, in general, the means used for all correspondence regarding the period of study abroad.

Throughout all these phases, Luiss Student Mobility will provide **assistance** to students, without prejudice to the **individual responsibility** of each student in carrying out all procedures within the established deadlines.



The **deadlines** and instructions of the host universities must be **respected**; pay particular attention to those relating to the compilation and submission of the online application, **registration for courses** and applications for **accommodation** (eg: online application submission, security deposit, etc.). Some universities require a letter of motivation, a C.V. in the language of the country, one or more letters of reference from a professor. It is necessary to prepare them and request them in time from a professor.

After receiving the **application forms**, partners will respond to students through Luiss Student Mobility staff, by email or by direct mail to the student's home address.

#### 4. Withdrawals

In order to allow the best organization of the Program, **any withdrawals** must be communicated by written request to Luiss Student Mobility (also by email to [relint@luiss.it](mailto:relint@luiss.it)) **as soon as possible and in any case within 3 days of the publication of the notice relating to the assignment of the locations**. It will also be allowed to withdraw in the event that, when approving the study plan abroad, it is not possible to obtain the recognition of at least 3 Luiss courses (elective, core and mandatory, including any qualifying exams or idoneità). In this case, the withdrawal must be communicated within the day following the approval of the plan.

The withdrawal from the assigned location implies withdrawing from the participation in the exchange program for the academic year 2023-2024.

**Withdrawals from the assigned seat received after the prescribed deadlines** and in any case in a timeframe that does not allow another colleague to use that opportunity **will be reported to the Vice Rector for teaching competent for the candidate's level of study**.

The latter will evaluate the motivation and, if not considered appropriate, will inform the President of the Degree Board for its relevance for the purpose of judging the merits of the student's overall academic curriculum.