

Luiss

Libera Università Internazionale
degli Studi Sociali Guido Carli



Erasmus+

International Exchange Programs

Erasmus+ and non-European Countries

Regulations for outgoing students
A.Y. 2024-2025

LUISS



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All students selected for a period of study abroad are required to read this document carefully and clarify any doubts that they may have with the staff of the Student Mobility office, prior to departure.

Notice

Withdraw From the Exchange Program

In order to allow the best organization of the Program, **any withdrawal** must be communicated by e-mail to Luiss Student Mobility (relint@luiss.it) **as soon as possible and in any case within three days from the publication of the notice regarding the assignment of the locations**. After this deadline, withdrawing will be only allowed in the case in which, at the end of the assessment procedure of the study plan abroad, a candidate has not received approval for the recognition of at least three Luiss courses (electives, core and mandatory, including qualifying examinations or *idoneità*). In this case the withdrawal must be notified **within the day following** the assessment of the plan by the academic coordinator.

Withdrawing from the assigned location implies withdrawing from participation in the Exchange Program for the academic year 2024-2025 and is irrevocable.

Any withdrawal from the assigned location received after the prescribed deadlines or in any case within a time frame that does not allow the opportunity to be offered to another colleague **will be reported to the *Prorettore alla Didattica* with competence for the student's level of study**. He or she will evaluate the motivation and, if not deemed appropriate, will notify the President of the Degree Board for its relevance to the evaluation of merit of the student's overall academic record.

1. Erasmus+ App (for Participants in an Erasmus+ Exchange)

The Erasmus+ App will guide you through your mobility journey and enable you to find all the relevant information and services to make your exchange more fruitful and smooth.

Browse through the public feed full of tips and stories from your peers as well as events and discounts offered by student organizations!

Or [log in](#) and take advantage of the Erasmus+ Journey that will offer you step-by-step guidance and information throughout the mobility—before, during and after the exchange.

The Erasmus+ App is brought to you by the European Commission as part of the *European Student Card Initiative* established to digitize and simplify the administrative procedures in student mobility!

Click and exchange your world!

For further information go to <https://erasmusapp.eu/> and download the app directly from the store of your preferred device.

Discover all the features of the app [here](#).

2. 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.

Economics and Business students will also be required to indicate, within the notes field, the major/track they will choose when completing their Learning Agreement.

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**.

3. 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.

4. Compilation of the Luiss Study Plan for the 2024-2025 A.Y.

The study plan is **to be filled out online** through [Web Self-Service](#), approximately in June. Deadlines and modalities will be indicated on the website.

NB Students leaving on an exchange and enrolled in a degree program that provides an Individual Study Plan (except students enrolled in Management) will necessarily have to select it. If, on the other hand, the degree program does not provide it, they will need to select an address/profile/major that is consistent with the Core Abroad chosen abroad. Upon receipt of the Transcript of Records and completion of the grade conversion procedure, the Student Office will register these courses **with the original titles of the foreign courses** as indicated in the learning agreement and with the number of credits assigned to these courses by each Luiss program (6 or 8 credits).

Students **enrolled in the second and third year** of the single-cycle degree program in **Giurisprudenza** who have entered Core Abroad ECO1 and/or ECO2 (as a replacement for fourth-year profile courses) in the Learning Agreement will also have to select it/them when filling out the Luiss study plan. If, on the other hand, they have included in the Learning Agreement the Core Abroad ECO4 (as a replacement for the fifth-year profile exam), it will be automatically inserted by the Student Office when registering the exams taken abroad.

Students **enrolled in the fourth year of Giurisprudenza** who have included the Core Abroad ECO4 in the Learning Agreement (as a replacement for the fifth-year profile exam) will also have to select it when filling out the Luiss syllabus. If, on the other hand, they have entered Core Abroad ECO1 and/or ECO2 (as a replacement for fourth-year profile exams) in the Learning Agreement, it/they will be automatically entered by the Student Office when registering exams taken abroad.

Students **enrolled** in the bachelor's degree program in **Economics and Management** should be careful to select, when filling out the Luiss study plan, the Core Abroad corresponding to the one included in the Learning Agreement, taking into account the respective number of credits. For this degree program, in fact, there are Core Abroad with a different number of credits between them (6 and 8).

In case of failed exam abroad, it will be the student's responsibility, upon his or her return, to inform the Student Office of the exam that must be taken in Luiss as a replacement from among those in the shortlist of courses proposed by his or her School that have not already reached full capacity for Electives or among the compulsory profile courses for the Core. The Luiss equivalents of the Mandatory Abroad not taken abroad should not be chosen from a shortlist of courses since they already correspond to specific Luiss mandatory courses.

Electives and compulsory courses included in the Luiss study plan cannot be similar (in title and content) to other courses taken abroad and recognized in Luiss.

Students wishing to take advantage of the *Convenzione con l'Ordine dei Dottori Commercialisti ed Esperti Contabili* will have to indicate it in the notes field, upon submitting their Learning Agreement, specifying which course abroad needs confirmation by the Academic Coordinator that it corresponds to the required scientific disciplinary sector.

5. Attendance at Luiss Language Courses

Students engaged abroad in an Erasmus+ or a Bilateral Exchange will be exempted from attending the *compulsory* and *optional* language courses for the duration of the program abroad.

In general, it is recommended that students inform themselves at the host university about opportunities there for attending language courses if they are included in one's overall study plan so as not to diminish and, if anything, to improve language skills already acquired.

In any event students, must continue studying by themselves using the course textbook and didactic material made available by their language teacher on the platform **Luiss Learn**—<http://learn.luiss.it>, which can be accessed with one's account credentials **name.surname@studenti.luiss.it**. Students may keep in contact with their language teacher while they are engaged in the program abroad.

Upon resuming activities at Luiss students will be tested during the first lesson of the semester for the purpose of placing them in a group commensurate with their level should they be continuing their language courses. Students who, on the other hand, according to their own regulations, do not have to attend additional language semesters at Luiss will take the final test required for the achievement in their career of the credits associated with the language activity upon their return.

Any recognition will finally be evaluated—on a case-by-case basis—by the University Language Center.

For all information relating to language courses please contact the University Language Center cla@luiss.it.

6. Degree Grade Bonus and Additional Courses

On the basis of the resolution adopted by the Academic Senate all students enrolled starting from academic year 2019/2020 onwards who participate in an Erasmus+ or a Bilateral Exchange program will be awarded a 0,5-point **bonus** for their **degree grade** on graduation provided that they have **taken and passed exams abroad** (i.e. for courses in one's study plan) **recognized with at least two Luiss courses** with marks expressed in thirtieths as part of the study period abroad (excluding additional courses or language courses).

Grades from additional courses taken abroad will not be counted in any way when calculating the average.

7. Administrative Deadlines at Luiss Guido Carli

All **administrative formalities**, during the period of absence from Luiss Guido Carli, must be completed within the prescribed deadlines (e.g., online study plan submission, registration at Luiss Guido Carli, payment of installments, possible enrollment in additional Luiss courses, etc.)

8. 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.

9. 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

10. Erasmus+/Bilateral Exchange Medical Insurance

All Luiss students benefit from a policy which guarantees coverage for injury and civil liability.

Students destined to EU countries and Norway

It is required to bring your European Health Insurance Card with you; in its absence, a substitute certificate must be requested from the competent ASL (*Azienda Sanitaria Locale* – Local Health Department).

For students participating in the Erasmus+ program, Luiss will provide additional insurance coverage for medical expenses, assistance on travel (including repatriation for health issues) and luggage protection.

It is recommended that outgoing students take out insurance that covers residual aspects, depending on their personal situation and host location, such as civil liability related to using non-motorized vehicles.

Some universities (e.g., Universidad de Salamanca), even though they are universities in the European Union, compulsorily require that their own insurance be purchased, in addition to that of Luiss or any other insurance taken out independently by students; or some others require that, for the insurance to be valid, it be certified in the local language (e.g., Université Montpellier I).

Students destined to non-European countries

These students must take out insurance that covers health expenses, medical care, possible hospitalization, and that meets all further conditions required by the host institutions.

It is advisable to check those conditions in advance and where possible to take out insurance policy directly through the host institution, whenever possible. Some Institutions require the insurance policy to be taken out directly through them. It is usually possible to find the relevant information on the Università Partner section of the Luiss Intranet or on the host university's website.

Further information is also available on the Ministry of Health website: Se parto per... (Italian only)

The MAECI (Ministry of Foreign Affairs of Italy) recommends considering purchasing an insurance **policy** that covers, in addition to medical expenses, emergency repatriation flights or transfer to another country. Likewise, it is advisable to consider a policy covering travel expenses.

11. Accommodation

Not all partner universities guarantee an accommodation service. Many universities provide contact details for private agencies that furnish the service for exchange students. Many other partners do not guarantee any form of accommodation, be it in dormitories, halls of residence or private dwellings.

Luiss relies on the accommodation arrangements organized by the various host universities, which obviously have greater local knowledge. Luiss may well provide information on accommodation procedures but does not directly handle arrangements and cannot directly assure that accommodation will be found.

Obtaining information on availability, procedures, and deadlines for the accommodation application is **each student's responsibility**.

To further support outgoing students, Luiss has made an **agreement** with **Housing Anywhere**. To take advantage of the deal students must register to the platform through [this page](#).

Other useful portals for locating accommodation abroad are:

<https://erasmusplay.com/en/>

<https://www.spotahome.com/it> -30% Luiss promo code : LUISS30

<https://www.airbnb.com/>

<https://www.uniplaces.com/>

<http://www.wg-gesucht.de/en/#> (accommodation in Germany)

Before making any booking through a portal it is advisable to carefully read the general and special terms and conditions.

Students are invited to pay attention to online scams and take due precautions.

The standard of accommodation options offered to exchange students and university residences abroad may be lower than Italian and Luiss residences. Students with special needs should take this into account and, if deemed appropriate, seek accommodation on their own.

12. Learning Disorders and Disability

Students with certified learning disorders (dyslexia, dysgraphia, dyscalculia, etc.) or disability usually benefit from **compensatory measures** at Luiss.

Regarding learning disorders specifically, in most cases it is possible to obtain the same compensatory measures used at Luiss also at the Host Institution. To make sure of it, however, we recommend selected candidates **contact** the Student Mobility office and provide all relevant documentation to allow for a formal request to be filed with the host institution.

We urge applicants to **promptly** report their condition to the office so that we can try to ensure the most appropriate reception possible by the host university.

13. Getting Ready for Departure

After nominations and receipt by partner universities of application forms, direct correspondence between Luiss students and Host Universities will begin. **Students will need to check their e-mails constantly**, also paying attention to the spam and secondary message boxes.

Students must carefully read all communications received and follow host university instructions and deadlines. All formalities must be completed in good time without waiting until the last minute or deadline day. Otherwise, in some cases, students risk losing out on accommodation or not being able to register for their preferred courses. It is recommended that students **keep a copy of all documentation** received and correspondence exchanged (on paper or electronically).

Preparing for cultural differences before departure

It is essential to prepare for departure, especially if the study period abroad will take place in a non-European country—we recommend it for European destinations as well. Preparation will be important to face the semester in a more serene way, to be able to manage cultural differences constructively and without criticism. Before departure, we recommend doing research on the country of destination and on the culture and the differences from our country. It is helpful to look for useful tips on daily life (e.g., how to say hello, whether to tip in restaurants, etc.), read books, consult travel blogs, contact people who have lived in the same country, read reports from other students, learn some words of daily use in the language of the country. It may be interesting to research non-verbal communication in different cultures and gestures with different meanings in different countries.

After preparing for the cultural differences between countries and having learned the local customs and traditions, it will be essential to respect them during the semester abroad. No culture is better or worse than another and differences can provide a great opportunity for personal growth. It is important to try to fit in, be flexible, see the bright side of things, communicate in a friendly and non-judgmental way, and express empathy.

We also recommend carefully reading the information and suggestions provided by the host universities.

14. Visas and Host University Acceptance

Students selected for non-Schengen destinations must **apply for a visa**. Among the required documents a **letter of acceptance from the host university** will certainly be necessary. In the majority of cases these letters will be sent to Luiss Student Mobility. Students should **collect them as soon as possible** and **then visit the competent Consular body as a matter of urgency**. For some countries **at least three weeks are required to obtain a visa**. Information on the procedures to follow and the documentation to prepare can be found on the websites of the partner universities and the relevant embassies.

For applicants without citizenship of an EU member country, the requirements for access to a given location may be subject to the immigration policy of the host country. The United Kingdom, for example, mandatorily requires such applicants to present an English certification of a certain type. You are advised to check carefully whether there are such specific requirements for the countries in which you are interested.

15. Erasmus+ and Bilateral Exchange Grants

Student mobility agreements are based on a principle of reciprocity and allow students from both institutions involved to undertake a period of study without paying tuition fees to the partner institution. Instead, the student bears the costs of travel, food, lodging, insurance, textbooks and any application or housing fees.

For students participating in the international exchange program, however, there is the possibility of receiving a financial contribution intended essentially to cover travel and higher cost of living expenses and not the full costs of studying abroad.

The amount of this contribution, the source of funds, and the timing of disbursement vary depending on whether it is an Erasmus+ or bilateral exchange. In both cases, the release of the grant is still conditional on confirmation of funding by the EU, for Erasmus mobility, and by Luiss, for bilateral mobility.

Grant payments will be made by **bank transfer**. All students are required to provide by **May 31** an **IBAN CODE** (either of a checking account or of a prepaid card enabled to receive transfers) via the online form that will be sent by Luiss Student Mobility. The account or card must **necessarily be in the name of or at least co-owned by the beneficiary student**.

Notes for students participating in an Erasmus+ exchange

An EU-funded grant is provided for exchanges that take place under the European Erasmus+ program. The actual disbursement of the contribution is conditional on the allocation of funding to Luiss by the Erasmus National Agency. If confirmed, the relevant amount will vary depending on the actual duration of the exchange and the country of destination according to the following table— unless modified by the National Agency:

| Group | Amount |
|---|---------------|
| GROUP 1 (HIGH cost of living) | |
| Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, United Kingdom*, Sweden. | €350,00/month |

GROUP 2 (AVERAGE cost of living)

Cyprus, Estonia, Greece, Latvia, Malta, Portugal, €300,00/month
Czech Republic, Slovakia, Slovenia, Spain.

GROUP 3 (LOW cost of living)

Bulgaria, Croatia, Hungary, Lithuania, North €250,00/month
Macedonia, Poland, Romania, Serbia, Turkey.

*The United Kingdom is considered a “partner country” and not a fully entitled member of the Erasmus+ program. The respective Erasmus+ grants will therefore be disbursed in case the funding received by the European Commission is sufficient. Otherwise, the respective grants will be disbursed through Luiss funding, in the same way as those for **bilateral grants, in case the funding is confirmed.**

In general, given the increase in mobility, European funds may not be sufficient to cover the entire exchange period. Therefore, if funding is confirmed, it may not be possible to guarantee a scholarship for the actual duration of the exchange. However, students will receive the minimum guaranteed by the European Union, i.e., two monthly instalments.

To reduce the environmental footprint of the program, the European Commission also envisions the possibility of awarding a small additional grant in the case of “green travel.” The awarding of such a contribution, which will be made available only in case of sufficient funds, is conditional on the exclusive use of sustainable means, such as trains or buses, to get from Italy to the host location, and vice versa. The request for this contribution must be submitted to the Student Mobility office prior to departure for the exchange. The “green travel” contribution will be granted at the end of the mobility after submission of the end-of-exchange documents and travel documents.

Confirmation and finalization of EU funding will take place during the summer of 2024. Students will then receive via email the **Erasmus Mobility Agreement for Study Purposes** and the **Erasmus Student Charter**. The Erasmus Agreement must be signed in original and returned in duplicate to the Student Mobility office before departure for the exchange.

The online European Union Narrative Report (EU Survey) **must be compulsorily completed at the end of the Erasmus period.** Erasmus financial contributions will be disbursed by the relevant department of Luiss Guido Carli upon receipt of the EU funds.

Notes for students participating in a bilateral exchange

Students selected for a study period at a non-European location will receive a financial contribution provided through Luiss funds at the end of the exchange, if funding is confirmed. More information on this will be available in Autumn.

16. Additional Contribution

We recommend all departing students to check the calls on the [Financial aid and loans](#) page of the Luiss website.

Funds from the MUR (Ministry of University and Research) will be available for student mobility in the academic year 2024-2025 to supplement Erasmus+ / Bilateral scholarships. **Scholarships will be awarded based on ISEE** until funds are exhausted. More information on this will be announced between May and June.

17. Language Warm-up Before Going Abroad

In getting ready for departure, it is advisable to brush up on the language of the host university, by revising grammar and practicing speaking and writing skills. Suggestions include watching films and TV in their original language, visiting websites of newspapers and magazines from the relevant country, engaging in conversation and doing written exercises. The key is to do it constantly every week.

Information on how to write an essay in English can be found at: <https://essayinfo.com/>

Brushing up on one's language skills before departure is **recommended for all students**, regardless of level because even students with a high level can benefit from practice.

18. Security Abroad

Luiss Safety Check and Viaggiare Sicuri

The Luiss App includes a Safety Check function, with the aim of providing a service to protect students undertaking an exchange experience at foreign universities with which Luiss has entered into cooperation agreements.

The service is integral with the “*Viaggiare Sicuri*” e “*Dove siamo nel mondo*”, sponsored by the Unità di crisi of the Italian Ministry of Foreign Affairs.

The Ministry of Foreign Affairs in case of emergency abroad recommends following this procedure:

In case of attacks or other grave circumstances

- Avoid the concerned area or, if you are nearby, quickly flee towards a safe place.
- Stay temporarily in your house, stay informed through media and follow the directions of local authorities.
- If possible, try to seek help from and/or provide your location to the local Italian consular body.
- Inform your family about your safety and invite them to inform the *Unità di Crisi*.
- If telephone communication is impossible, use social media.

Activate the trip within the Luiss App.

All students who are about to leave for a mobility program abroad are invited to **activate the trip within the Luiss App**. To do so, the card will have to be modified inserting at least one contact between mobile and/or landline phone. At any time, the trip can be modified or interrupted and all the information will be shown in the **trip list** available on each user's profile.

Before departure

- Check the mandatory and recommended vaccinations to enter the destination country.
- Find information on uses, customs and laws of the country of destination by consulting travel guides or the site: <http://www.viaggiare Sicuri.it/home.html>.
- Take note of the Italian embassy or consulate in the destination country. Record address, telephone numbers and emergency telephone number; write down this information on your mobile phone and in your passport, saving them securely online.
- Include an emergency contact in your passport.
- Check with your provider that your cell phone works abroad.
- Leave your contacts abroad with friends and family.
- Send the foreign address and contact details to the Student Mobility office.
- Make sure you have different payment methods available.
- Check the validity of your driving license if you need to drive abroad.
- Make multiple copies of your passport, travel documents and useful numbers, also save them online.
- In consideration of your health conditions, also bring copies of the usual medical prescriptions with you.

During the mobility

- Always think about what you are doing, trusting your instincts.
- Do not display valuables.
- Be careful when taking photographs, shooting videos, observing with binoculars; these activities may be misunderstood by local authorities, especially near military installations.
- Respect the customs and sensitivity of the host country.
- Periodically give news about yourself to your contact in Italy.
- Check the host country's food and plant import/export rules.
- In the event of a serious attack, armed insurrection or state of war, stay temporarily in one's homes and try to communicate one's position to the Italian diplomatic mission on the spot, to one's family and to the university. Maintain a prudent attitude and keep yourself updated on the evolution of the security conditions in the country, contacting the Italian Embassy if necessary and scrupulously following the instructions of the local authorities.
- Comply with safety and security instructions received from host location contact persons.

19. Environmental Footprint

The impact of the transportation sector on the environment is very high. In Europe it is the cause of about one third of the total energy consumption and of a fifth of greenhouse gas emissions, in addition to other types of emissions responsible for urban atmospheric pollution.

Sustainable mobility is a model that entails a green transportation system that allows for the reduction of the environmental impact.

Students preparing to travel abroad for the Erasmus program can reduce the environmental impact with sustainable mobility to reach the host universities and for trips during their period of study abroad.

The airplane is the most polluting means of transport. Train remains the most respectful way to move around Europe, in terms of greenhouse gas emissions. A help to the environment can certainly be brought by giving up a few flights, in favor of more sustainable means such as trains or buses.

If giving up flights is not possible, the least polluting ones can be chosen. Some search engines already highlight, with a green rectangle, which flights produce less CO₂ for the chosen route.

Further ways to try to make the flight more sustainable are:

- Avoiding short trips; the train can be taken to travel from Rome to Vienna, to reduce CO₂ emissions by over two thirds.
- Flying non-stop with direct flights; flying non-stop saves energy, because takeoffs require a lot of it, about 25% more than when the aircraft flies at cruise speed.
- Using green airports. These are airports that have recycling programs, sustainable buildings, acoustic pollution reduction programs, airport vehicles emission control.
- Flying economy. Transporting more people makes fuel usage more efficient.
- Lightening luggage, so as to reduce load and increase efficiency.
- Choosing travel agencies that compensate carbon emissions.

Some measures that can be taken to reduce the urban carbon and environmental footprint are:

- Moving on foot.
- Cycling.
- Moving with public means of transport: buses, trams, metro.
- Using shared private means of transport: car pooling and car sharing.

Walking and cycling are not just about mobility, they also help connecting with other people.

To get a sense of the environmental impact caused by the various types of consumption (at home, while moving, travelling, etc.) you can estimate your green footprint [here](#).

In line with the objectives and university policies, established by the European Charter signed by Luiss, all participants to the program are invited to be mindful of the **environmental impact** of their actions and choices (for instance by preferring electronic documents to the papers ones whenever possible, choosing and using recyclable materials and ensuring their proper disposal, using public transportation, etc.).

To encourage the adoption of sustainable choices, the Erasmus program provides the possibility of awarding a small supplementary grant to those who use sustainable means of transportation when leaving and returning from the exchange. More details can be found in the section on financial contributions.

Inspiring a **civic sense** in students and involved staff is among the objectives of the program, to set an example for others and all citizens.

The Erasmus program shares and upholds the [Sustainable development Goals](#) set for 2030 by the United Nations, contributing to a greener, equitable and fair society. Ensuring that Europe can continue to grow and improve in a viable way is crucial for our future.

For further information please refer to the following sources:

- <https://www.greenerasmus.org/after-mobility/travel>
- <https://gceurope.org/work-areas/clean-mobility/>

20. Arrival at the Host Institution

The date of arrival communicated by the host university must be complied with.

It is necessary to inform the host university of the exact date of arrival, **if required**.

Upon arrival it is essential to:

- Fill out the form available at the following link:
<https://goo.gl/forms/rfpfYi5FbLNNZYzZ2>
- Send the signed Erasmus or Bilateral Certificate of Arrival/Departure. Erasmus students should also send us a copy of the travel document.

21. Foreign University System

The teaching approach in universities abroad is different from that in Italy; it is more practical and less theoretical.

Class hours, on average, are no more than three per week for each course. Individual work, group work, case studies and project work are periodically required. **Fewer lecture hours should not be mistaken for a lighter workload.** Abroad, students are expected to do more individual work outside of class hours.

Examinations are usually written; there is usually a single date, and examinations take place within a maximum time frame of two weeks. Therefore, it may happen that even two may have to be taken on the same day. It is advisable to start studying from the first few weeks and not wait until the exam period.

22. Potential difficulties on arrival or during the period abroad

The novelty of the experience, the *first time away from home*, initial language difficulties, the impact of a new country and bureaucracy to deal with on arrival could create difficulties for some students. They are problems that can be resolved; it is important to adopt an open and positive attitude in order to get through the first few days. Students should not let themselves be overcome by anxiety but should put the difficulties into perspective. They will soon pass, and the period of study abroad will become very rewarding.

To quote from the report of an Erasmus student: “If I had to give words of advice to a student heading off on Erasmus, it would be to go with peace of mind because it will definitely turn out to be a wonderful and enriching experience. Be patient: you might be feeling a little lost and lonely at the very beginning but in the space of a few days you’ll start to find your feet and socialize right away”.

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

Cultural shock

Travelling and getting to know new places is certainly an exciting experience. However, during an extended period of study abroad, some students may feel disoriented and worried: this may be due to a person's lack of familiarity with the local language or culture, the sense of loneliness due to the need to rebuild friendships, the difficulty of taking all the exams originally envisaged, the distance from family or the fact that the experience contrasts sharply with the standard models of one's culture. In any case, people exposed to an unknown culture or environment without adequate preparation may feel confused, uncertain and sometimes anxious.

Cultural shock is that feeling of uncertainty, confusion or anxiety that people feel when they move to another country.

Useful tips

- If in trouble, get help! Obtain information about the Tutoring Service or the Psychological Counselling Service of the host university or write to the staff at Luiss.
- Try to get more involved in social activities, and to this end before leaving home check out the activities provided by the host university. Socializing is highly necessary for effective synergy between different people in order to achieve a pre-determined goal.
- When students change their habits, their academic performance may ‘slow down’ initially.

- There may be different teaching methods; there will be new classmates; students will need to know and learn new examination procedures. One must give oneself time to prepare in anticipation of the new way of life in the new context. In other words, despite the individual's desire to pass all the exams, it often happens that goals and conditions that you had set are rethought. When planning for the exams you intend to take abroad, try to seek advice from the University tutor so that you can make realistic plans for the exams you want to take.
- Before your departure ask your university questions on the challenges you will be faced with during the process of adapting to the new culture.

23. Duration of the Study Period Abroad

All exchange students are expected to **stay abroad throughout the entire duration of the semester, until completing their exams.** In any case, for no less than two months (60 days)—the minimum duration determined for the Erasmus+ program.

24. Grades Awarded Abroad – Exams

Exams must be taken at the host universities according to the modalities, procedures, rules and dates established by the individual institutions.

Only **the grades officially transmitted to Luiss by the host University**, expressed according to the grading system of the country in which the study period took place or in the European ECTS system, will be taken into consideration.

NB In most foreign universities, there is **no possibility of rejection** of grades earned.

Also, keep in mind that it is not possible to have retakes or proctoring exams organized at Luiss upon return for exams not passed abroad. Any retakes, if offered, must be taken at the host institutions.

In case of exam failure or course dropout abroad, students will have to take the corresponding exam at Luiss.

Students enrolled in Degree Programs that use the new educational model will be able to take the exam as a non-attendee during one of the available appointments, if returned on time, or in the remedial mode provided by the School to which they belong.

25. Plagiarism

The term “plagiarism” is defined as “the act of using another person’s words or ideas without giving credit to that person” (<https://www.merriam-webster.com/dictionary/plagiarism>).

Plagiarism is a crime that violates the ethical norms of academic life and represents a grave violation of the Ethical code. In their written work, papers, Internet research, etc., **students must always cite the source** when using the documents or work of others.

There is specific software and search engines to detect plagiarism. **It is severely punished abroad.** Sanctions at Host institutions may be very severe, from failing exams to expulsion, or even the annulment of the cooperation agreement with Luiss.

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* (common at Dutch universities, for example) is it permissible to use certain materials. Students will receive the necessary instructions from the host universities.

26. Rules of Conduct

Students departing for a period of study abroad are expected to behave properly and in keeping with an academic experience of an international nature. They should show the utmost **respect** for the people and equipment of their host universities and avoid, in any way, causing harm. They are expected to comply with applicable regulations and to act in accordance with the principles of honesty, fairness and seriousness.

In addition to compliance with the laws and regulations of the host universities, in verbal and written communications, students should **avoid** using **terms** and **tones** that might be considered **offensive or improper**.

Outgoing students are Luiss representatives abroad. Behavior misuse can damage Luiss reputation which could lead to a less availability and willingness from the partner institutions of cooperating for student's mobility programs.

Luiss students who **are responsible for reprehensible actions** at host universities will be reported to Luiss academic authorities for appropriate disciplinary sanctions.

27. End of Study Period Abroad

At the end of their study period abroad, all students must **complete the necessary formalities**. An email will be sent to each student with the relevant details.

Specifically, students must **prepare a report on their study period abroad and complete the online EU questionnaire**.

The report for Luiss of the exchange experience abroad destined to publication on the Luiss Intranet portal, once written in Word format following the template, must be e-mailed to relint@luiss.it.

28. Erasmus+ / Bilateral Exchange Certificates

Erasmus+ and Bilateral certificates are mandatory documents to obtain the grant. The grant is disbursed on the penultimate working day of the month, within 60 days of receiving the certificate.

All students, before the end of the study period at the host university, must have a certificate of participation in the program signed, showing the dates of the said period.

If the completed exchange period, calculated based on the dates indicated on the Erasmus certificate, is less than the period indicated in the agreement made with the student, the contribution will be recalculated based on the actual days of the exchange.

After the study abroad period is over, the certificate must be sent via e-mail (if digital) or delivered urgently (if available in hard copy) to Luiss Student Mobility staff.

29. Transcript of Records

The transcript of records is generally **not** available as soon as the study abroad period is over, as it requires some processing time. University systems abroad mostly involve written examinations; therefore, much more time is needed to correct assignments, record grades, and prepare and mail certificates.

Exceptionally, only a few institutions issue it before the end of the study period. Most universities send certificates to students or Luiss Student Mobility as soon as they are available. **Upon receiving it, students should send or hand it to the office staff as a matter of urgency. Please note that it may take at least two to three months after the last exam is taken for the transcript of records to be received.**

If the certificate is in **electronic format**, it must necessarily be **sent by the host university to Luiss Student Mobility** or have an electronic authentication system if forwarded to the office by the student himself. Otherwise, it will not be accepted.

Please note that since in most cases the receipt of transcripts takes place between March and May, the updating of students' careers with grades obtained during the exchange may not take place in time to anticipate graduation to the March/April special session, to apply to other universities, or to apply to other types of calls.

Please keep in mind that, for some UK locations (e.g., University of Durham, Aston University [for Political Science], University of Leeds, Swansea University, Newcastle University), receipt of first semester transcripts of records normally occurs between July and September, making it impossible to graduate in the summer session. Also, for students with second-semester mobility, due to the late sending of the transcript of records, in many cases, it will be impossible to graduate in the summer session; in some others, graduation in the fall session may also not be possible (e.g., Waseda University).

30. Registration of the Exams Taken Abroad

At the end of the study abroad period, after receiving the transcript of records from the host university, checked the consistency and regularity of the certification, the Student Mobility office prepares the final conversion statements.

For compulsory courses the name of the course in Luiss is used, whereas for all other categories the original title of the course taken abroad is adopted. In the presence of compensatory courses, the title of the course that has a higher weight in credits is used.

Only courses previously approved by the coordinator and then included in the Learning Agreements can be recognized.

NB As already requested when defining the study plan, **the total credits earned abroad cannot be less than 80% of the credits recognized in Luiss**. If, as a result of failing some exchange exams, the difference between credits earned abroad and Luiss credits rises above 20%, the delegate may modify the student's study plan in order to reach the required minimum balance. You can check the balance through the following online tool: <https://t.ly/8aSAF>.

If double associations are included in the Learning Agreement on the Luiss side (i.e., one course abroad recognized with two Luiss courses), as indicated in point 2 of these Regulations, **the total credits earned abroad cannot be less than 100% of the credits recognized in Luiss**. Again, if as a result of failing some exchange exams this requirement cannot be met, the coordinator may modify the student's study plan so as to achieve the required minimum balance.

To this end, the coordinator may then change the association of any compensatory courses initially paired with other courses that have not been passed or, if there are none, cancel one or more previously approved Luiss recognitions and use the corresponding foreign courses as compensatory for other courses. Luiss courses for which there are compensatory courses abroad that are found not to have been passed cannot be recognized in any case.

Grades earned abroad are converted to thirtieths based on conversion tables developed from data on the distribution of grades awarded abroad provided by partner institutions, if available, and are approved by the Student International Relations Academic Commission. They take into account the diversity of academic systems, and also the difficulty of studying in a different context than usual, to ensure a fair and appropriate conversion and may be modified from year to year to account for variations in grade distribution at Luiss and/or the partner. Because the scales used for grades abroad almost always count fewer subdivisions than the thirtieths used in Italy, a given foreign grade often corresponds to a Luiss grade range (e.g., grade 3 abroad corresponds to the range from 24 to 26 at

Luiss): in these cases, the grade assigned is always the highest in the range (26 in the above example). Students can view the tables upon request to Student Mobility.

In the case of **compensatory** courses (i.e., in cases where more than one exam abroad is required to obtain recognition), the Luiss course grade will be calculated from the **arithmetic average** (NOT weighted) of the foreign course grades in the case of numerical evaluations or will correspond to the arithmetic average of grades converted to thirtieths in the case of assessments consisting of letters. In cases where the compensatory is a **language course**, it will be sufficient to pass the exam (the language course grade will not average). In such cases, **both** foreign courses must be **successfully passed** to confirm the awards. Otherwise, the exam taken abroad without a compensatory may be recognized as an additional course.

Students may waive the registration of additional courses in their Luiss career by written request to the Student Mobility office. In case of registration, **additional courses taken in Erasmus** shall be included with the original title **and their grades will not be taken into account for the calculation of the average**.

In all other cases (compulsory, core and elective courses), students will only be able to submit a waiver request to the Student Mobility office **for grades between 18 and 24**, within three days of the email communication about the conversion. It will not be possible to submit waiver requests for all exams taken abroad; at least one course must be registered.

Conversion tables and the conversion itself are indisputable.

Grade conversion is a matter solely for Luiss. The host university is exclusively responsible for the grade awarded abroad.

The conversion statements are then forwarded to the Student Office, which records the educational activities carried out abroad and the credits earned in each student's career. The entire procedure may take **up to four weeks from the time the final transcripts of records are received**.

31. Information on Erasmus+ or Bilateral Exchange Experience

Information on Erasmus or Bilateral Exchange experiences can be found and obtained:

- On intranet.luiss.it and the **websites of partner universities**.
- Reading the reports of Luiss students who have previously participated in exchanges.
- Contacting the Italian students who have participated in an exchange abroad.
- Contacting foreign students at Luiss.

32. Contacts

Luiss Guido Carli

Student Mobility

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Italy

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Website: www.luiss.it

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33. Glossary

| | |
|--|---|
| Luiss elective abroad course | <p>Elective courses are required for graduation purposes. In the Luiss plan, to be completed in June, you will need to enter elective abroad <u>without having to select a specific Luiss elective course.</u></p> |
| Luiss core abroad course | <p>Core Abroad are a flexible type of exam recognizable at Luiss with the original title of the course taken abroad <u>without having to correspond strictly to a specific course taught at Luiss.</u></p> |
| Luiss mandatory abroad course | <p>Mandatory abroad are substitute courses for some mandatory Luiss courses, offered only if the student's course of study does not include core abroad. <u>They must necessarily fall within a specific scientific disciplinary sector.</u></p> |
| Additional courses abroad | <p>Additional courses taken on exchange will not figure into the average in any way; they are recorded in the academic career in the original language.</p> |
| Learning Agreement | <p>It is the study plan to be carried out abroad approved by the Erasmus coordinator. The Learning Agreement is signed by the students, the Luiss institutional coordinator and the head of the host university. Courses included in this document must be approved in advance by the coordinator.</p> <p>Only the courses listed in that document can be recognized.</p> |
| EU Survey | <p>Erasmus experience questionnaire to be completed online upon return after invitation from the European Commission. This is a mandatory document required for obtaining the Erasmus grant.</p> |
| Erasmus Certificate (Sometimes called Attendance Certificate or Arrival Certificate) | <p>Also known as the Erasmus certificate, it is the document to be signed at the beginning and end of the study abroad period to certify the dates of the mobility.</p> |
| Transcript of Records (ToR) | <p>Certificate of examinations taken.</p> |

Checklist for departing students

Before you leave, remember to

- Stipulate your insurance policy.
- Keep copies of all documents, application forms, emails you will send and receive from host universities.
- Check, in a timely manner, that your **identity and expatriation documents are not expired**.
- If leaving for a non-European location, **apply for a visa in time**.
- For non-European countries, the passport must not expire less than six months after returning from abroad.
- Use the “Safety Check” feature of the Luiss App integrated with the *Farnesina Crisis Unit*.
- Enroll or instruct someone to enroll you in Luiss by the deadlines.
- Bring the European Health Card abroad.
- Bring abroad the acceptance/admission letter, if received from the host university.
- **Bring abroad an updated certificate of exams taken in English** (transcript of records).
- Bring abroad a few passport-size photographs.

Upon arrival at the host institution, it is necessary to

- Go to the appropriate office at the host institution for instructions and information.
- Fill out the following form <https://goo.gl/forms/rpfYi5FbLNNZYzZ2> with foreign contact information.
- Check the availability of the agreed courses with the coordinator of the area and, in case of problems, urgently send a new Learning Agreement following the prescribed procedures.

Upon return, remember to

- Before leaving the host university have your Erasmus certificate issued. Pay attention to the dates. The certificate may not contain corrections or erasures. Go to Luiss Student Mobility to complete the necessary formalities, as soon as possible.
- Send to the Student Mobility office the documentation requested in the “End of Erasmus Exchange Reminder” that you will receive by e-mail.

*The only valid and effective version of the present document is the Italian language version.
The English language version constitutes merely a non-binding courtesy translation.*