LUISS

Call for Applications Mobility a. y. 2025-2026: Double Degree in Management and Artificial Intelligence with Kozminski University

This call is open to Luiss students enrolled in the 2nd year of the Bachelor's Degree in Management and Computer Science during the academic year 2024/2025.

Applications can be submitted from 8 January 2025 to 24 January 2025 by 5:00pm

Deadline to apply	24 January 2025 by 5.00 pm
Selection Results	By 21 February 2025
Confirmation of participation	Required within one working day

1. General Rules

Selected students will have the possibility to attend courses at the partner university during the mobility and have the credits recognized on their Luiss career at the end of the 3rd year. If compliant with both universities' rules and conditions, regarding credits, attendance, deadlines, academic integrity, etc., participating students will receive two degrees, which will be issued according to each university's procedures.

Selected students will spend abroad the 3rd year of the Bachelor's Degree in Management and Computer Science, during the a.y. 2025-2026 and will be registered at Luiss during their stay at Kozminski University (KU). They will not be required to pay additional tuition fees at KU, but they will continue to pay fees to Luiss.

All expenses related to the participation in the program, notably transport, accommodation and food, administrative expenses, costs associated with securing a visa, medical/health/accident insurance, books and personal expenses, will be borne by students. Furthermore, students must comply with all the regulations of both universities in order to obtain the two Degrees.

Selected students are required to read and understand the relevant study plan and its rules. The study plan and its rules are to be considered binding to the successful completion of the double degree program. Once selected, students are required to carefully read and sign the document "General Understanding on Mobility for Double Degrees and Structured Exchanges". Exams passed at the partner university during the mobility period will be transferred to the Luiss career according to the DD study plan. It is not possible to request an official renounce for the registration of the grades.

LUISS

Selected students are eligible for an Erasmus+ grant. The allocation of the grant will depend on the annual fund for Erasmus+ available to the European Commission. Further information on the topic will be shared with students in the summer period (Summer 2025).

According to the academic regulations at KU, each course will have one exam attempt and one retake only. If any student does not pass neither the first attempt date nor the retake date, he/she will have to repeat the course the next academic year (upon the rector's consent), and incur in additional fees (around € 230 for one course and around € 350 euro if the course consists of two modules).

Students are not eligible for graduation at Luiss in the Summer Session 2026/2027 (July). Therefore, the earliest graduation session will be in Autumn 2026/2027 (October / November).

While every effort will be made to provide students with complete, accurate and timely information, Luiss reserves the right to change, amend, modify or revoke the aforementioned program. Luiss is not responsible for any cancellation or modification due to events beyond its control. If the program is cancelled or modified for these reasons, Luiss will inform all interested students in a timely manner.

2. Requirements

Students will be able to participate in the program only if they comply with the requirements listed in the summary table in point "2.4 Summary of requirements by program", respect the agreed timeframes, and have no pending administrative issues with Luiss.

2.1 Weighted average grade

The weighted average grade will be calculated based on the data available to the Student Office by 17 February 2025.

2.2 Exams

Students are required to have registered at least 80 credits in their Luiss career by 17 February 2025 and at least 132 by the end of the Summer Exam Session 2024/2025.

2.3 English Language certifications

The English-language certificates must not be older than two years from the start of the mobility period (1 September 2025). Hence, we will consider as valid the English-language certificates listed at the point 2.4 that have been obtained from September 2023 onwards. Applicants must meet the requirements using a single test.

LUISS

Please note that documents certifying the enrolment in the Bachelor's Degree in Management and Computer Science are not considered as an English certificate for the present call. Only certificates listed in the table at the point 2.4, "English Language" will be accepted.

2.4 Summary of requirements

Eligible students can apply for the final selection process if they comply with the following requirements:
- Being regularly enrolled to the 2nd year of the Bachelor's Degree in Management and Computer Science at Luiss in the a.y. 2024/2025
- Being in regular time frame and having no pending administrative issues with Luiss
- Holding one of the following English language certificates:
  - Cambridge: FCE, CAE, CPE, BEC, CEIBT
  - IELTS min. 6.0
  - TOEFL IBT, min. 87
  - TOEIC, min. 700
  - LCCI - English for Business Level 2, 3, 4
  - Edexcel, Pearson Language Tests, Pearson Language Assessments certificates – at least B2 level
  - TELC, min. B2
  - Linguaskill General or Business, min. 160 points
  - TOLES, min. 41 points [Higher] or 41% [Advanced]
- Having a GPA equal or above 26,5/30 by the end of the Winter Exam Session 2024/2025
- Having registered:
  - at least 80 ECTS by 17 February 2025 and
- at least 132 ECTS (equivalent to all required academic activities for the first and the 2nd year) by the end of the Summer Exam Session 2024/2025

3. Available slots

The number of available slots is a maximum of 5.

4. Application procedure

Applications can be submitted from 8 to 24 January 2025 by 5:00 pm.

To apply, students must complete the application form and upload the required attachments through the web self-service area of the Luiss website[1].

---

[1] Students are required to carefully read the "Application Instructions" published in the program webpage.

LUISS

Only applications accompanied by all documentation and received by the application deadline will be considered.

Students are encouraged to apply well in advance of the application deadline deadline and to double check the data entered in the application.

If an error has occurred in the ranking of the preferences, applicants are required to flag it as soon as possible via email to the International Development Office and in any case no later than 31st January 2025. Please note that the request will be reviewed and evaluated, and as a result, approval is not guaranteed.

If students have any questions regarding the documents to upload or require further details about the required documentation, they are encouraged to reach out to the International Development Office for assistance before the application deadline.

Furthermore, students that require compensatory tools or dispensatory measures during the mobility are invited to get in contact with the International Development Office at international@luiss.it before applying to the program, in order to get more information on the special provisions guaranteed in the selected destinations.

4.1 Compatibility with the Structured Exchange Programs

Eligible students are allowed to apply for this Double Degree and for the Structured Exchanges for Management and Computer Science.

Students applying to both Calls who will be selected for this Double Degree must confirm their participation to the program within the established deadline, as detailed in paragraph "Acceptance".

If selected students confirm their participation to this Double Degree, they will be automatically excluded from the selection for the Structured Exchanges for Management and Computer Science and will be removed from the candidates list.

If selected students do not confirm their participation to this Double Degree according to the rules explained in paragraph "Acceptance", they will remain eligible for the Structured Exchanges for Management and Computer Science.

4.2 Compatibility with the International Student Exchange program

Eligible students are allowed to apply for the programs included in this Call and the International Student Exchange program.

LUISS

Students applying to both Calls who will be selected for a DD must confirm their participation to the DD within the established deadline as detailed in paragraph "Acceptance".

If selected students confirm their participation to the DD, they will be automatically excluded from the selection for the International Student Exchange program and will be removed from the candidates list.

If selected students do not confirm their participation to the DD according to the rules explained in paragraph "Acceptance", they will remain eligible for the International Student Exchange program.

4.3 Compatibility with ENGAGE.EU Program

The double degree program might be incompatible with some ENGAGE.EU mobility programs. Students interested in both programs are urged to check academic calendars accordingly and ask the ENGAGE office for confirmation.

4.4 Attachments requested in the online application

Please note that the application must be completed through the web self-service. You are required to follow the Application Instructions which are uploaded in the Useful Documents section of the webpage of each program.

To be considered, the attachments must be in English and in PDF, readable, scanned (not photographed), named as follows:
DOCUMENT_SURNAME_ DDKOZMINSKI (e. g.: ID_ROSSI_DDKOZMINSKI)

4.4.1 List of the Attachments:

1. English Language Certificate.
2. Curriculum Vitae (in English).
3. ID Card or Passport, depending on the entry requirement for the selected destination[2].
4. One motivation letter in English explaining your reasons for pursuing the Double Degree program. The letter should include:
   - Your personal reasons for applying
   - The academic reasons that make you a good fit for the program
   - Examples of soft skills that make you a suitable candidate (e.g., real life examples of proactivity, adaptability, problem solving skills).
   The letter should be approx. 500 words.
5. Other certificates that could benefit your application (optional).

---

[2]The passport should be submitted by the application deadline. In case of need to renew it, the passport can be submitted via email to international@luiss.it no later than 15 March 2025. Students who fail to do so will be excluded from the selection. Therefore, students who do not have a passport or whose passport is due to expire during the year 2026 are requested to apply for a new passport and make sure it will be issued in time.

LUISS

5. Selection

Eligible candidates will be ranked after the assessment of their academic performance and the criteria reported in the tables below. The academic performance will be based on the data available to the Student Office by 17 February 2025. Candidates are responsible to check its accuracy in due time.

Criterion	Percentage	Details
Registered ECTS credits	55%	The academic score will take under consideration all registered credits valid towards one's degree (including internships). Credits must be registered by 17 February 2025. Please note that additional courses (corsi liberi) will not be taken into consideration. Credits from early exams will be counted but only up to the maximum score for this criterion, which is 55% of the total score calculation.
Weighted GPA	35%	Starting from the minimum valid grade (18/30)
English language level	10%	To be calculated according to 6 levels (from A1 to C2) of the CEFR standard

5.1 English language proficiency

The English language proficiency will be assessed according to the following table:

Language levels	Cambridge	IELTS	TOEFL IBT	Duolingo	Other
C2.2, C2.1	CPE, CAE grade A	9 – 8.5 - 8	120 - 110	160 - 145	
C1.3, C1.2, C1.1	CAE grade B, C FCE First B2 grade A	7.5 - 7	109 – 91	140 - 125	International Secondary School Diploma totally taught in English

5.1.1 International Secondary School Diploma

To be assigned the corresponding English language level, applicants are required to attach an official certificate (self-certifications are excluded) explicitly stating that the language of instruction and examination is English. Diplomas from International Secondary Schools that certify courses taken in a bilingual format will not be accepted.

LUISS

5.2 Ex aequo

In case of ex aequo, curriculum vitae, motivation letter, and knowledge of other languages will be considered. The students may be requested to send documents proving their experiences as declared in the CV.

5.3 Privacy Notice

We encourage all applicants to review the Appendix 1, which includes important information about the privacy notice. Understanding these guidelines will help you stay informed about how your data is handled and protected throughout your studies.

6. Communication of results

In compliance with current provisions on personal data protection, rankings will not be published. Students will be informed of the result of their own application only. Information such as other candidates' position in the ranking will not be disclosed.

Selected students will receive the communication via-email by 21 February 2025 (date may be subject to change) on their Luiss student e-mail account. Thus, students are strongly invited to check their Luiss email account every day while the selections are ongoing.

7. Acceptance

Selected students will be required to confirm their acceptance through written notification within one working day from the communication of results.

In case of refusal or missing notification by the deadline, the following candidate in the waiting list will be recalled. Recalled students will be required to confirm their participation by written notice within one working day.

Any refusal submitted after a candidate has accepted the offer for a slot will be forwarded to the Deputy Rector for Teaching and Quality, who, in collaboration with the Dean of the Undergraduate School and the Director of Academic Affairs, will assess the justification provided. Refusals deemed inadequately justified will be reported to the Graduation Commission.

LUISS

8. Additional points

The participation and successful completion of a DD program will provide additional points to the Final Grade of the Bachelor's Degree, according to Luiss rules.

9. Useful contacts

International Development Office
email: international@luiss.it

Published on 2nd December 2024

LUISS

Appendix 1–Privacy Notice

Privacy notice pursuant to art. 13 Reg. 2016/679/EU

Introduction

This privacy notice describes the characteristics of the processing undertaken by Luiss in relation to the personal data provided by those who intend to apply for selection procedures for the present Call for Applications and highlights their statutory rights in this regard.

The privacy notice is periodically updated to take account of regulatory developments and new methods of processing personal data.

What personal data do we collect?

The Controller collects and processes the following personal data:

- identification data (name, surname, passport, photograph);
- contact details (permanent address, current address, e-mail address and telephone number);
- documents (e.g. English language certifications, motivational letter);
- curriculum vitae.

Why do we collect your data and why is their processing lawful?

The Controller collects and processes the data subject's personal information in pursuit of the following purposes:

- to allow the data subject to send their candidacy and thus participate in the selection for the profile sought (the legal basis of the processing lies in the performance of a task of public interest or connected to the exercise of public authority pursuant to art. 6, par. 1, lett. e) of Reg. 2016/679/EU, and in the pre-contractual and contractual relation between the data subject and the Data Controller);
- to manage, from an administrative point of view, the selection of candidates based on the assessment of the merit and the curriculum of the data subject (the legal legitimacy of the processing lies in the performance of a task of public interest or connected to the exercise of public authority pursuant to art. 6, par. 1, lett. e) of Reg. 2016/679/EU, and in the pre-contractual and contractual relation between the data subject and the Data Controller).

How does the Controller process your personal data and how long is the data stored for?

The data subject's personal data are processed both on paper and electronically (servers, cloud database, software, etc.).

The Controller stores the data subject's data for a period consistent with what the law prescribes and having regard to the time required to correctly achieve the purposes stated above.

LUISS

To whom do we communicate your personal data?

- **internally**

The personal data of data subjects can be accessed solely by the University's employees and other personnel to provide the data subjects with the requested services and limited solely to the data necessary to that end, in particular:

- administrative staff;
- academic staff;
- collaborators.

Our employees and other personnel have been informed and trained regarding the importance of observing the rules and principles governing the processing of personal data.

- **externally**

The Controller shares the personal data of registered students with some suppliers that play a role in providing the services requested and that have been specifically appointed as external Processors to that end. Suppliers that access data do so in compliance with applicable data protection law and the instructions given by the Controller.

The Data Controller does not share the personal data of data subjects to external parties, except in cases where it is required by law or by an Authority:

- if it is necessary on grounds of national security;
- for reasons of general interest;
- on foot of a request made by public authorities.

Are your data transferred abroad?

The data of the interested party are not transferred outside the European Economic Area. In the eventuality that this transfer is necessary the institutes provided for by Title V of the GDPR will be applied.

What are your rights as a data subject and how can you exercise them?

The European Union's General Data Protection Regulation (GDPR) grants data subject specific rights, in particular, regarding access to data, rectification of data, objection to processing of data for commercial purposes or automated processing of data, erasure of data, restrictions on processing of data and portability of data. Data subjects are also entitled to seek redress through the Data Protection Authority.

Any data subjects wishing to exercise their statutory rights may, without formality, send an e-mail to privacy@luiss.it or write to the Controller Luiss Guido Carli at Viale Pola 12, 00198 Rome, Italy, setting out their request and furnishing the information necessary to identify them.

The contact details of the Data Protection Officer (DPO) can be viewed on the Controller's website at www.luiss.it.