



Call for Applications Mobility a. y. 2025/2026: Structured Exchange in Management and Computer Science

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.

Program	Destination	Available Slots
BI Norwegian Business School	Oslo, Norway	10
Université Paris Dauphine	Paris, France	10

Applications can be submitted from 8 January until 24 January 2025 by 5:00 PM

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 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 the partner university. They will have the possibility to attend courses at the partner universities during the mobility and have the credits recognized on their Luiss career at the end of the academic year. They will not be required to pay additional tuition fees at the partner university, but they will continue paying 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 the host university during their study period.

Students taking part to one of these programs could receive an Erasmus+ grant, depending on the European Commission annual fund for Erasmus+. Further information will be available in Summer 2025.



Selected students are required to read and understand the study plan and its rules. These are to be considered binding to the successful completion of the structured exchange. 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 Structured Exchange study plan. It is not possible to request an official renounce of the grade registration.

Students will be able to participate only if they have no pending administrative issues with Luiss.

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. Compatibility with other International Programs

2.1 Compatibility with the Double Degree Program

Eligible students are allowed to apply for this Structured Exchanges and for the Double Degree in Management and Artificial Intelligence with Kozminski University.

Students applying to both Calls who will be selected for the Double Degree in Management and Artificial Intelligence with Kozminski University must confirm their participation to the program within the established timeframes for confirmation of participation, usually required within one working day.

If selected students confirm their participation to the Double Degree in Management and Artificial Intelligence with Kozminski University, 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 the Double Degree in Management and Artificial Intelligence with Kozminski University according to the rules explained in the Call for Application, they will remain eligible for the Structured Exchanges for Management and Computer Science.

2.2 Compatibility with the International Student Exchange Program

Eligible students can also apply to the International Student Exchange programs. Students who are not selected for neither Structured Exchange program can remain in the waiting list for the International Student Exchange Program.

Students applying to both Calls who will be selected for the Structured Exchanges must confirm their participation to their Structured Exchange within the established deadline as detailed in paragraph “Acceptance”.

If selected students confirm their participation to the Structured Exchange of their choice, 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 Structured Exchanges available according to the rules explained in paragraph “Acceptance”, they will remain eligible for the International Student Exchange program.

2.3 Compability 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.

3 Requirements

Eligible students can apply if they comply with the following requirements by 17th February 2025.

- Weighted average grade equal to or above 26,50/30
- At least 80 credits by the end of the Winter exam session 2024/2025 and at least 112 by the end of the Summer Exam Session 2024/2025¹
- English language: no certificate required.

¹ The Academic Performance will take into consideration all credits eligible for graduation obtained and registered within the winter exam session, without exceptions. As they are not part of the mandatory curriculum, “additional courses” (*corsi liberi*) cannot be considered during the evaluation.

4 Selection

An Academic Commission nominated by the Dean of the Undergraduate School will select students on the basis of a non-disputable evaluation.

Eligible candidates will be ranked after the analysis of their academic performance (credits and weighted average grade, weighting 60% and 40%, respectively). The academic performance will be calculated on the data available to the Student Office by 17th February 2025. Candidates are responsible to check its accuracy in due time.

In case of ex aequo, the motivation letter, the curriculum vitae, the academic background, and knowledge of other languages will be considered. The students may be requested to send the relative documentation of experiences declared in the CV.

4.2 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.

5 Application procedure

Applications can be submitted from 8 January until 24 January 2025 at 5:00 PM. In order to apply, students must complete the application form and upload the required attachments in the web self-service area of the Luiss website. Only applications accompanied by all documentation and received by the application deadline will be considered.

In case of doubts about the documents to upload or to get further information about the requested documents, students are invited to contact the International Development Office (international@luiss.it) before the application deadline.

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

5.2 Attachments requested in the application

Please note that the Application must be completed through the web self-service. Please note that only PDF documents will be accepted. File formats other than PDF will not be read by the system and, as a



consequence, will not be evaluated. Please also see the Application Instructions published in the program webpage.

All documents must be in English and in PDF

1. Curriculum Vitae;
2. ID Card or Passport, depending on the entry requirement for the selected destination²;
3. One motivation letter in English explaining your reasons for pursuing a mobility program abroad.
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.
Applicants only need to submit one letter for all the programs they are applying to, so there is no need to upload a separate letter for each individual program of interest.
4. Other certificates that could benefit your application (optional).

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 e-mail by 21 February 2025 (date may be subject to change) on their Luiss 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.

² Students commit to renew their passport should the expiration date not cover the whole mobility period and depending on the partner university's requests.



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 Graduate School and the Director of Academic Affairs, will assess the justification provided. Refusals deemed inadequately justified will be reported to the Graduation Commission.

8 Additional points

The participation in this program will provide additional points to the Final Grade of the Bachelor's Degree, according to Luiss rules.

9 Useful Contacts

9.2 For generic queries

International Development Office
email: international@luiss.it

9.3 For program related queries

Program	Contact person	Email Address	Telephone Number
BI Norwegian Business School	Manfredi Mineo	mmineo@luiss.it	+39 06 85225685
Paris Dauphine	Manfredi Mineo	mmineo@luiss.it	+39 06 85225685

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Appendix 1

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.

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.