



Call for Applications Mobility a. y. 2025/2026: Structured Exchange with Utrecht School of Economics (USE)

This call is open to Luiss students enrolled in the 1st year of the Bachelor's Degree in Economics and Business during the academic year 2024/2025.

| Program | Destination | Available Slots |
|--|--------------------------|-----------------|
| Structured Exchange with Utrecht School of Economics (USE) | Utrecht, The Netherlands | 20 |

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

| | |
|-------------------------------|----------------------------|
| Application Deadline | 24 January 2025 by 5.00 pm |
| Selection Results | First half of March |
| Confirmation of participation | Within one working day |

1. General Rules

Selected students will attend two semesters at the Utrecht School of Economics (hereinafter referred to as USE) during the 2nd year of the Bachelor's Degree in Economics and Business, in the a. y. 2025/2026, as part of the Structured Exchange with USE (hereinafter referred to as the Program). Selected students will be registered at Luiss during their stay at USE. 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 at USE.

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 Degree, Structured Exchange, and QTEM mobility programs".

Exams passed at the partner university during the mobility period will be transferred to the Luiss career according to the Program study plan. It is not possible to request an official renounce of the grades' registration.



Students taking part to this Program could receive an Erasmus+ grant, depending on the European Commission annual fund for Erasmus+. Further information will be available in Summer 2025. 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 European Triple Bachelor's Degree in Economics and Business (EU-TriBE)

Eligible students are allowed to apply for the Structured Exchange with the USE and EU-TriBE.

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

If selected students confirm their participation to EU-TriBE, they will be automatically excluded from the selection for the Structured Exchange with the USE and will be removed from the candidates list.

If selected students do not confirm their participation to EU-TriBE according to the rules explained in paragraph "Acceptance", they will remain eligible for the Structured Exchange with the USE.

2.2. Compatibility with the International Student Exchange Program

Students taking part in the program are not allowed to apply for the International Student Exchange program in the 2nd year of the Bachelor's Degree in Economics and Business.

2.3. Compatibility with ENGAGE.EU Program

The 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. Available Slots

The total number of available slots for the a.y. 2025/2026 is 20.

4. Selection

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

The selection follows a 2-step process:

Step 1:

The Academic Commission will rank eligible candidates according to their weighted grade average. The list will only include students who meet the following criteria by the end of the Winter Exam Session 2024/2025:

1. have passed all 3 core exams (Introduction to Business Economics, Principles of Economics and Mathematics 1)
2. hold a weighted average grade equal to or above 25/30.

The students ranked in the first 20 positions and fulfilling these requirements are admitted to the Program.

Students who are not ranked within the first 20 positions and students not fulfilling the above-listed requirements will be ranked in a different shortlist according to their weighted average grade and the following criteria:

- 2 points will be awarded to applicants who have passed all 3 core exams;
- No points will be awarded to applicants who have passed 2 out of the 3 exams;
- 2 points will be deducted to applicants who have passed 1 out of the 3 exams.

Candidates included in this list are provisionally admitted. The overall maximum number of students included in the two lists will be 30.

Step 2 (only for students in the second shortlist):

The admission to the program of the second shortlist candidates is considered provisional until the end of the Summer Exam Session 2024/2025. Formal admission is subject to the slot availability (20) and the fulfilment of the following requirements:

- Pass at least 5 exams;
- Pass the courses Introduction to Business Economics, Principles of Economics, Mathematics 1 and Microeconomics;
- Minimum weighted average grade of 25/30.

At the end of the selection process only the first 20 applicants from both lists will be admitted to the program.

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.

4.1. 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.

5.1. 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

The attachments must be readable, scanned and not photographed, and named as follows: DOCUMENT_SURNAME_PROGRAM (e. g.: PASSPORT_ROSSI_UTRECHT).

1. Curriculum Vitae;



2. ID Card or Passport, depending on the entry requirement for the selected destination¹;
3. One motivation letter in English explaining your reasons for applying to the 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.
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 the first half of March 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 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](#).

¹ Students commit to renew their passport should the expiration date not cover the whole mobility period and depending on the partner university's requests.



9. Useful Contacts

9.1. For generic queries

International Development Office

email: international@luiss.it

9.2. For program related queries

| Program | Contact person | Email Address | Telephone Number |
|---|-----------------------|--|-------------------------|
| <u>Structured Exchange with Utrecht School of Economics (USE)</u> | Manfredi Mineo | mmineo@luiss.it | +39 06 85225685 |

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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.

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.