

**Luiss**

Libera Università Internazionale  
degli Studi Sociali Guido Carli



**Erasmus+**

# **International Exchange Programs**

## **Erasmus+ and non-European Countries**

Procedures for application forms,  
documents to be prepared, deadlines

## 1. Online Learning Agreement for Course Recognition

Selected students must submit a **study plan** with the courses they wish to attend abroad to their Academic Coordinator by completing an **online Learning Agreement** through the **Web Self-Service** platform, within the deadlines specified in the document “**Learning Agreement Submission Deadlines**” (available online [here](#)). To this end, students are requested to review the submission guidelines outlined in the **Technical Guide for the Learning Agreement**, available on the university’s website and sent via email to all applicants.

The Academic Coordinators are:

**Business and Management Area:** Prof. Cinzia Calluso, Prof. Fabrizio Core, Prof. Lucia Pierini

**Economics and Finance Area:** Prof. Alessia Caponera

**Political Science Area:** Prof. Francesco Cherubini

**Law Area:** Prof. Pietro Pustorino

Students **must not** contact the delegates via email but should submit their course recognition proposals exclusively through the Web Self-Service platform.

Before submission, students must carefully review the course offerings and enrolment conditions on the host university’s website. It is also recommended to consult the “**Courses**” section available in the “**Partner University Portal**” (questionnaires and fact sheets) on <http://intranet.luiss.it/>.

Students should pay close attention to the following:

- Which courses are available to international students and whether there are any restrictions.
- Whether it is possible to select courses from different academic years, levels, or combine different programs or specializations.
- Whether there are prerequisites or if courses have limited enrolment.

The course recognitions granted in previous academic year (collected in specific lists for each host institution) serve as a **historical reference only** and **do not constitute a binding precedent**. While they are a useful tool for drafting the Learning Agreement, final approval always remains at the discretion of the Academic Coordinator of the respective area.

Students must compare the courses offered by the host institution with those in their own study plan, carefully reading the course syllabi and verifying the corresponding **ECTS credits**.

Under no circumstances can courses be recognized if they do not include a **graded assessment** but only indicate a **general pass/fail** result. This applies even if the course is paired with another foreign course that does include a grade. Similarly, online courses taken with the host institution **cannot be recognized** under any circumstances.

The responsibility for drafting course recognition proposals in accordance with these regulations lies with the individual student. **Any course associations violating these regulations may be annulled upon return from mobility during the course recognition phase, even if they were mistakenly approved by the Academic Coordinator.**

Students should prepare a broad range of course proposals in case their Learning Agreement is rejected by the Coordinator. In case of non-approval, they must submit a revised proposal **within 24 hours** of receiving the notification email.

Failure to meet the submission deadlines may **jeopardize participation in the exchange program.**

For submission, students should select courses for which recognition appears **most feasible.**

#### *Criteria for Drafting the Learning Agreement*

Students must submit a study plan to be completed abroad, totaling approximately **30 ECTS** credits. For bilateral agreements, a balancing table is [available online](#) to assess equivalency with **the ECTS system**. It is **strongly recommended** that students follow a workload abroad that aligns with the suggestions of the host university.

Under no circumstances can more than **36 ECTS credits** (Luiss) be recognized per semester. For students enrolled in the single-cycle Law degree, the maximum number of courses that can be recognized at Luiss is five per semester.

➤ **Instructions for All Degree Programs Except “*Amministrazione, Finanza e Controllo*”; “*Data Science and Management*”; “*Management and Computer Science*”; “*Giurisprudenza*”**

*Students enrolled in Amministrazione, Finanza e Controllo; Data Science and Management; Management and Computer Science, and Giurisprudenza can consult the instructions for completing their Learning Agreement in the following sections.*

Courses taken abroad may be recognized as:

- **Elective Abroad**, replacing elective courses at Luiss.
- **Core Abroad**, replacing mandatory courses listed for each degree program.
- **A specific compulsory Luiss course that is not included in the list of courses convertible as Core Abroad.**

**Elective Abroad** courses will be recognized with their foreign title, and it will not be necessary to identify foreign courses equivalent to specific Luiss courses. They must simply be consistent with the

student's field of study and not too similar in title or content to other courses within their degree program.

**Core Abroad** courses will also be recognized with their foreign title, without the need to identify foreign courses equivalent to specific Luiss courses. They must align with the educational objectives of the student's major/track or, if not applicable, with their degree program. They should not be too similar in title or content to other courses in their curriculum.

Students in **Global Management and Politics** must select *Core Abroad* courses related to Political Science, while *Elective Abroad* courses may be related to Political Science and/or Business and Management.

Additionally, students in **Economics and Business** must indicate their chosen major/track in the "notes" section when completing their Learning Agreement.

**Note:** Students participating in an exchange and enrolled in **International Relations and Policies and Governance in Europe**—degree programs that include the *Study Plan Abroad*—must select this option. **In all other cases**, if the degree program does not include this option, it will be necessary to choose a major/track/specialization that aligns with the *Core Abroad* courses selected abroad.

For mandatory courses not included in the list of those convertible as *Core Abroad*, students must identify foreign courses with a syllabus closely matching that of Luiss.

### ➤ Instructions for Law students

For students in the single-cycle Law degree program (*Giurisprudenza*), a maximum of five courses per semester can be recognized at Luiss. The following guidelines apply exclusively to students enrolled in this program.

Courses taken abroad may be recognized as:

- **Elective Abroad**, replacing Luiss elective courses.
- **Core Abroad**, replacing two of the four mandatory profile courses (chosen by the student).
- **Compulsory courses** from the first seven semesters of the degree program, as well as the two mandatory profile courses not selected as Core Abroad.

*Elective Abroad* and *Core Abroad* courses will be recognized with their foreign title.

For **Elective Abroad** courses, there is no need to identify foreign courses equivalent to specific Luiss courses. They must simply be relevant to the student's field of study and not too similar in title or content to other courses in their degree program.

For **Core Abroad** courses, there is also no need to find exact foreign course equivalents for specific Luiss courses. They must align with the student's profile and not be too similar in title or content to other courses in their program. Except for students in their fourth year, the chosen profile must be indicated in the "notes" section when completing the *Learning Agreement*.

When filling out the *Learning Agreement*, students must use the following codes to identify the *Core Abroad* courses they wish to have recognized, keeping in mind the maximum limit of two courses in this category:

- **ECO1** and **ECO2** to replace fourth-year profile courses.
- **ECO4** to replace the mandatory fifth-year profile course.

For the recognition of **Compulsory Courses**, students must identify foreign courses with a syllabus closely matching that of Luiss.

However, the following courses **cannot** be recognized through the mobility abroad program:

*Preparatory workshops for Macchine intelligenti e diritto (Intelligent Machines and Law)*

*Clinica legale (Legal Clinic)*

*Elective preparatory courses for enrollment in a second degree with course abbreviation.*

**Note on Degree Shortening for Law Students** (*Giurisprudenza*)

Students who take their elective courses abroad will still be able to sit, as additional exams, the required tests for the *shortened degree program* at 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**, replacing Luiss elective courses.
- **Mandatory Abroad**, replacing mandatory courses required for the mobility year within the student's degree program.

Both types of courses will be recognized with their foreign title.

For *Elective Abroad* courses, it is not necessary to find foreign courses identical to specific Luiss courses. They must simply be relevant to the student's field of study and not too similar in title or content to other courses in their degree program.

For *Mandatory Abroad* courses, however, they must be directly related to the scientific-disciplinary sector (*settore scientifico-disciplinare*, SSD) of the Luiss course they replace.

Below is the list of mandatory courses that can be replaced with *Mandatory Abroad* courses, along with their respective SSD and corresponding *Mandatory Abroad* code:

**I. Management and Computer Science**

- **Business Cyberlaw** (*IUS/04: Commercial Law*) = **EMA 1**
- **Business and Marketing Analytics** (*SECS-P/08: Business Economics and Management*) = **EMA 2**

- **Finance and Financial Technologies** (*SECS-P/09: Corporate Finance*) = EMA 3

## 2. Amministrazione, Finanza e Controllo:

### AFC – Aziendale:

- **Operazioni Straordinarie e Valutazione d’Azienda** (*SECS-P/07: Business Administration*) = EMA 1
- **Programmazione e Controllo** (*SECS-P/07: Business Administration*) = EMA 2
- **Strumenti di Finanziamento per le Imprese** (*SECS-P/II: Economics of Financial Intermediaries*) = EMA 3

### AFC – Professionale:

- **Operazioni Straordinarie e Valutazione d’Azienda** (*SECS-P/07: Business Administration*) = EMA 1
- **Diritto delle Crisi D’impresa** (*IUS/04: Commercial Law*) = EMA 2
- **Corporate Auditing, Techniques, and Professional Ethics** (*SECS-P/07: Business Administration*) = EMA 3

## 3. Data Science and Management

- **Big Data and Smart Data Analytics** (*SECS-S/01: Statistics*) = EMA 1
- **Privacy in the Digital World** (*IUS/01: Private Law*) = EMA 2
- **Revisione Aziendale, Tecnica e Deontologia Professionale** (*SECS-P/08: Business Economics and Management*) = EMA 3

A brief description of the scientific-disciplinary sectors can be found [here](#).

Students enrolled in *Amministrazione, Finanza e Controllo* who wish to take advantage of the *Convenzione con l’Ordine dei Dottori Commercialisti ed Esperti Contabili* must specify this in the “notes” section when submitting the *Learning Agreement*, indicating the foreign courses for which they require confirmation from the Academic Coordinator that they fall within the required scientific-disciplinary sector.

### ➤ **Common Instructions for Students of All Degree Programs**

The recognition of “**credits for other activities**” cannot be included in the *Learning Agreement* nor requested from the coordinator; it must be requested directly from the student’s School of affiliation.

Under no circumstances can **language courses** taken abroad be recognized at Luiss as *Elective, Core, or Mandatory* courses (even if mistakenly included and approved in the *Learning Agreement*).

Activities/laboratories/seminars abroad or at Luiss that award 0 credits cannot be recognized. **Corsi liberi** (additional courses) must not be associated with any equivalent course at Luiss but should simply be marked in the *Learning Agreement* online with the appropriate checkbox. Language courses

taken at the host university may only be recognized as additional courses taken abroad if the student is not already enrolled in the same language course at Luiss.

The *vincolo di propedeuticità* (requirement of preparatory courses) is lifted for courses recognized under the scope of the study abroad mobility program. Therefore, it is possible to obtain recognition abroad even for courses that require preparatory courses when taken at Luiss.

**An overall credit balance must be achieved:** the total credits earned abroad, considering only exams for course credit (therefore excluding additional courses, *corsi liberi*), must be at least 80% of the credits recognized at Luiss. This condition is strictly necessary but not sufficient. The coordinator of the student's area, having evaluated the proposed study plan, may request the student to increase the total number of credits earned abroad. It is strongly recommended to aim for a 100% balance, as a plan near the 80% threshold may lead to the failure of a single course, compromising the overall balance of the plan (with no remedy). In such cases, upon returning from the mobility period, the student may not receive recognition for one or more courses in order to rebalance the plan.

You can **check the balance** through the following online tool: <https://t.ly/8aSAF>.

To balance credits, it may be necessary to associate one or more foreign courses (called compensatory courses) to obtain recognition for a Luiss course. Compensatory courses should ideally be related to the student's degree program. In exceptional cases (e.g., if no other courses are available or if there are irreconcilable schedule overlaps), language courses may be recognized as compensatory, always at the discretion of the coordinator.

Under no circumstances may individual associations be approved in which the credits for the course abroad amount to less than 50% of the credits of the course recognized at Luiss.

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

Academic coordinators will evaluate the proposals and approve the *Learning Agreement* if all proposals are valid, or reject it if even one is invalid, providing the reason for rejection. In this case, the student must resubmit the *Learning Agreement* within 24 hours, correcting it so that all proposals are valid.

*Learning Agreements* of students heading to an Erasmus location will be transmitted digitally 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.

However, obtaining the signature of the *Learning Agreement* from the host university is not necessary for students participating in a bilateral exchange.

## 2. Changes to the Learning Agreement

Each university has its own registration procedures for courses, which usually differ from those of local students. The host university provides instructions, typically via email, to all interested students: it is essential to regularly check email to stay updated on this matter.

**Students must verify the availability of the courses approved in the Learning Agreement** by the coordinator before departure and follow the necessary procedures to enrol in them. Until the courses are officially registered and the Learning Agreement is approved by the host university, the document does not guarantee the courses listed. In fact, spots for incoming students in individual courses are often limited, and there is usually a registration process based on a first-come, first-served basis or via a bidding system. Students are advised to strictly follow the host university's enrolment procedures and act promptly.

The initial *Learning Agreement* approved before departure is, therefore, provisional. This is because the information available at the time of submission often pertains to the current academic year's course offerings (before the mobility year).

If any of the selected courses are unavailable, students must submit a new Learning Agreement within a maximum of three weeks from the start of courses, following the deadlines and procedures set by the host university. In this case, if a student modifies the *Learning Agreement* after the exchange has started, they are required to indicate the start date of the courses in the "notes" field.

A new *Learning Agreement* can only be submitted when modification is unavoidable (e.g., due to changes in the host university's course offerings, course schedule overlaps, or lack of spots in the courses). Students must access their Web Self-Service area and click on the "New Learning Agreement" button, following the instructions for submitting the *Learning Agreement* online available on the website.

- It is important to note that **no more than 36 ECTS credits (Luiss) can be recognized** per semester. For students in the single-cycle Law degree program, the maximum number of courses that can be recognized at Luiss is **five per semester**.
- **Students are required to submit their Luiss study plan** (i.e., elective choices and profile/track) by following the instructions on the website and within the deadlines set by the Student Services Office.
- **Note:** If two (or more) exams abroad are necessary to obtain recognition for a single Luiss course, **all exams must be passed to receive the recognition**. If this is not the case, the exam taken abroad without compensatory courses will only be recognized as an elective course.



- **Note:** Once the period for modification (three weeks from the start of courses) has passed, the Learning Agreement cannot be modified in any way.

It is advised to allow at least three working days for the coordinator—who must handle numerous requests—to evaluate the proposal.

Once approved by the coordinator, the *Learning Agreement* (for students in the Erasmus mobility program) must be signed by an authorized person from the International Relations office of the host university. This process will occur automatically through the EWP platform.

This document is required to obtain the scholarship and proceed with the recognition of exams at the end of the exchange.

### 3. Application to the Host University

All partner universities require an application procedure from visiting students to be completed before arrival. This procedure includes submitting an **application form**, either in paper or electronic format (more often electronic, so it is recommended to regularly check your Luiss email), with all the student's relevant information. This may sometimes be accompanied by additional documents such as a copy of an identity document, an updated transcript of records (in English), a curriculum vitae, a language letter, a reference letter from a professor, a photo, etc.

**The transcript of records** (certificates of completed exams) **must be requested in advance from the Student Office**, following the procedures outlined at the following link:

<https://www.luiss.edu/students/student-office/bachelors-degree-programs/requesting-and-issuing-official-documents>

- To obtain the transcript of records for the current study cycle, select the option “**Registration certificate with accompanying transcript**” on the appropriate form.
- Luiss graduates who also wish to obtain the transcript of records for their bachelor's degree must write “**Degree certificate with accompanying transcript**” in the “Other (please specify)” section.

If you obtained your bachelor's degree at another university, we invite you to request the degree certificate directly from the relevant office of the university where you earned your degree.

The Student Mobility Office will issue the **language letters** required for the application to the host university, provided that the foreign institution does not require a specific external certification as stated in the call. In such cases, even if students already possess an external certification, they must still **attach the language letter** for the host university's application.

Often, during the application process, students may also apply for housing. However, it should be noted that not all institutions can offer accommodation to visiting students. It is therefore advisable to consult the host university's factsheet and website for useful information regarding housing and application procedures.

Students are responsible for informing themselves about the documentation required by the host university to prepare their application and for completing all procedures within the deadlines set by the assigned institution. Failure to comply with these procedures and deadlines may result in exclusion from the exchange program.

Information regarding the completion of the application is usually sent directly to the student by the host university or can be found in the “*modalità di ammissione*” section on the Partner University portal within the Luiss Intranet, as well as in the factsheets and on the websites of the foreign institutions.

Each university has its own deadline for submitting the required documentation. The same institution may have different deadlines depending on the department or school to which the student belongs.

Some universities have particularly tight deadlines for receiving applications; therefore, students must take action to complete the procedures in time.

After receiving the application forms, partner universities will notify students of their admission—provided they have met the deadlines and requirements—either directly via email or post, or through the Luiss Student Mobility office.

For bilateral exchange students, the acceptance letter is required to apply for a visa. Therefore, it is strongly recommended to complete the application process as soon as possible.

Throughout all these stages, Luiss Student Mobility will provide assistance to students while ensuring that **each student remains individually responsible for completing all procedures within the required deadlines.**

## 4. 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