## Luiss Student Mobility

<table>
<thead>
<tr>
<th>Name of the University</th>
<th>Luiss Libera Università Internazionale degli Studi Sociali Guido Carli</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>I ROMA03</td>
</tr>
<tr>
<td>Website of the University</td>
<td><a href="http://www.luiss.it">www.luiss.it</a> - <a href="http://www.luiss.edu">www.luiss.edu</a></td>
</tr>
<tr>
<td>Rector</td>
<td>Prof. Andrea Prencipe</td>
</tr>
<tr>
<td>Rector’s Delegate for Internationalization</td>
<td>Prof. Raffaele Marchetti</td>
</tr>
</tbody>
</table>

### Luiss Student Mobility Office

<table>
<thead>
<tr>
<th>Student Mobility Office</th>
<th><a href="http://www.luiss.edu/students/erasmus-and-exchange-students">http://www.luiss.edu/students/erasmus-and-exchange-students</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Viale Romania, 32</td>
<td><a href="mailto:relint@luiss.it">relint@luiss.it</a></td>
</tr>
<tr>
<td>00197 Rome - Italy</td>
<td>T: +39-06-85225.642</td>
</tr>
</tbody>
</table>

### CONTACTS

#### Annamaria Ricciardi
- Head of Student Mobility Office
- Erasmus Institutional Coordinator
- Tel. +39-06-85225.711
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- Marina Riccardi
- Olga Molyakova
- Mobility Assistants
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- relint@luiss.it

### RANKINGS/ACCREDITATIONS

- **QS - ranked**
  - Number 22 in the world for Politics and International Studies and in the top 100 for Business and Management, Law and Social Sciences.

- **EQUIS - accredited**
  - Luiss is accredited by Equis, a recognition only given to the top 1% of Business Schools and Departments in the world.

- **FT - ranked**
  - Luiss is in 53rd place among world’s top 100 Masters in Management, Luiss ranks first in Career Progress.
**NOMINATION AND APPLICATION PROCEDURES**

**Nomination deadline**
8 May for both I (Fall) and / or II (Spring) semester

**Nomination procedures**
All exchange students must be nominated by their home university. The home coordinator must e-mail the nomination sheet to relint@luiss.it

**Application period (Including housing)**
01/03 to 15/05 for both I (Fall) and / or II (Spring) semester

**Application deadline for II semester**
Luiss does not accept a second round of selected students for the II (Spring) semester, after the summer. Very few exceptions can be made and they have been agreed on with the partners involved.

**Application procedures**
Online application system

**Application steps for incoming students:**
After being nominated by the home university, exchange students will receive an email with an access code (token) and instructions to register to our online Web Self-Service Platform.

**Registration**
Students must register to the Web Self-Service. Enter the access code, first name, last name and date of birth. The information entered must match the data we received from home university.

If registration is successful, students will be allowed to login to the system using their newly assigned username and password. We recommend saving this page, print it, or note down the credentials for future use (a copy will also be sent to the student’s e-mail address).

By logging into the system students will be able to proceed to the next step.

**Application**
From the Web Self-Service user page, in the right-hand page, students should click on Study abroad > Application Form for Incoming students (Erasmus/Exchange).

**Students will have to upload the following scanned documents:**
- A recent photograph (35x40mm, max 5MB, in JPEG, JPG, BMP or PJPEG) *
- ID card (for Schengen countries) or passport for non-EU students*
- Updated transcript of records in English*

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Fact and information sheets 2023-2024
ACCEPTANCE OF STUDENTS

In June
From the end of May, as soon as application forms are processed, the Student Mobility Office will send the incoming students an acceptance letter and practical information via e-mail. **Hard copies of the acceptance letters will be sent only to the home university coordinators of the students that have to apply for a visa.**

In November
From the middle of November, as soon as application forms are processed, the Student Mobility Office will send the incoming students an acceptance letter and practical information via e-mail. **Hard copies of the acceptance letters will be sent only to the home university coordinators of the students that have to apply for a visa.**

Only for Partners with whom we have agreed on a second round of selection for the Spring semester

ACADEMIC CALENDAR

First semester – Fall

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory arrival date</td>
<td>September 7 2023</td>
</tr>
<tr>
<td>Classes begin</td>
<td>September 11 2023*</td>
</tr>
<tr>
<td>Classes end</td>
<td>December 2 2023 (12 weeks of classes)</td>
</tr>
<tr>
<td>Main examination period (one examination date for all first semester courses)</td>
<td>From 4 December to 21 December 2023</td>
</tr>
<tr>
<td>Examination period (only for courses with more than one examination date)</td>
<td>From 8 January to 3 February 2024</td>
</tr>
<tr>
<td>Christmas Holidays</td>
<td>from 22 December 2023 to 7 January 2024</td>
</tr>
</tbody>
</table>

* Please note that only first year classes at Master level will begin on 18 September 2023.

Second semester - Spring

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory arrival date</td>
<td>February 1 2024</td>
</tr>
<tr>
<td>Classes begin</td>
<td>February 5 2024</td>
</tr>
<tr>
<td>Classes end</td>
<td>May 4 2024 (13 weeks of classes)</td>
</tr>
<tr>
<td>Examination period (one examination date for enquiry based second semester courses)</td>
<td>From 6 May to 25 May 2024</td>
</tr>
<tr>
<td>Re-Take session enquiry-based courses</td>
<td>From 27 May to 5 June 2024</td>
</tr>
</tbody>
</table>
Examination period (only for courses with more than one exam date) From 27 May to 27 June 2024

Autumn examination session for all courses (students must inform the Students Mobility Office if they wish to sit a re-take) From 29 August to 7 September 2024

Easter Holidays from 28 March to 2 April 2024

REQUIREMENTS FOR EXCHANGE STUDENTS

Academic requirements

Although a specific minimum GPA is not required, incoming students should be in good academic standing.

With most of our partners we have agreed that the language proficiency will be certified by each home university confirming the level is equivalent to at least B2 in English or Italian and students will not be required to submit an official language test result for the exchange program.

Please notice that knowledge of Italian language is not required for students studying in English.

Language requirements

For Italian:

A minimum of B2 of the CEFRL or equivalent. Italian language proficiency can be certified by the home university.

For English:

IELTS score a minimum of 6
TOEFL IBT score - minimum grade 78
Cambridge FCE - minimum grade B
Cambridge CAE - minimum grade C
IELTS and TOEFL tests must be valid, they expire after two years

ACADEMICS

List of courses for exchange students

The most up-to-date list of courses is available here.

Languages of instruction

Italian and English

University structure

3 + 2 - according to the Bologna system
Undergraduate and Graduate Schools
Three-year Bachelor’s Degree Programs (180 ECTS credits)
Two-year Master’s Degree Programs (120 ECTS credits)
Five years Single Cycle Graduate Program (300 ECTS credits)

ECTS credits

Luiss university credits are ECTS credits
1 credit is equivalent to 25 hours of study

Attendance of courses

Full-time attendance of courses is compulsory

Average workload

The average workload for Luiss students is about 30 ECTS credits per semester, including the Italian language courses.
Four or five courses per semester are the average workload for full-time study, depending on the year of study and level.

<table>
<thead>
<tr>
<th>Minimum requirements</th>
<th>It is a responsibility of the home Institution, but exchange students should take at least one course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum number of credits</td>
<td>Although for enrolment purposes and deadlines, exchange students will be allowed to enroll in up to 40 ECTS credits per semester, they are strongly advised not to take more than 32 credits per semester (not including the Italian language course).</td>
</tr>
<tr>
<td>Courses exchange students can take</td>
<td>Exchange students will be given access to all the courses at Bachelor and / or Master level if they have the necessary prerequisites and do not have time-table clashes. The Master courses are at advanced level and students must have the required background and very good language competences.</td>
</tr>
</tbody>
</table>
| Restricted programs and courses | School of Government programs  
School of European Political Economy programs  
School of Law programs  
School of Journalism programs  
Luiss Business School and MBA Programs  
Post-graduate and PhD courses  
All one-year Master programs  
Language courses other than Italian  
Workshops and Seminars  
RoME Master in Economics  
Digital Program: Marketing  
Digital Program: Strategic Management |
| Programs and courses in English | Erasmus and exchange students will have access to about 350 courses in English. They will be allowed to attend the courses in English offered in the following programs, according to their academic background and English language proficiency:  
- Bachelor’s Degree in Economics and Business  
- Bachelor’s Degree in Business Administration  
- Bachelor’s Degree in Management and Computer Science  
- Bachelor’s Degree in Politics Philosophy and Economics  
- Master’s Degree in Management  
- Master’s Degree in Data Science and Management  
- Master’s Degree in Corporate Finance  
- Master’s Degree in Global Management and Politics  
- Master’s Degree in Law, Digital Innovation and Sustainability  
- Master’s Degree in International Relations  
- Master’s Degree in Policies and Governance in Europe  
- Master’s Degree Major in Economics  
- Master’s Degree Major in Finance  
- Master’s Degree Major in Business Model Innovation  
- Master’s Degree Major in Marketing Analytics & Metrics  
- Master’s Degree Major in Market Relationship & Customer Engagement  
- Master’s Degree Major in EU Law and Regulation  
- Master’s Degree Major in Law and Innovation |
| Elective courses | Elective courses in all areas will be offered only if enough students register for the courses. The final list will be available in August. |
Cross-program enrolment

Incoming Exchange students will be given access to all the courses in the Undergraduate and Graduate Luiss schools in the areas of Business and Management, Economics and Finance, Political Science and Law.

**Students must have the required pre-requisites for each course and avoid time-table clashes.**

The area of Law

The area of Law offers a five-year single cycle degree program. The courses in the fourth and fifth years of study are more advanced and equivalent to Master level. In addition to this, a 2-years master’s degree program of 120 ECTS credits is also offered.

Course description

Course description can be found at http://www.luiss.edu/cattedreonline
If you do not find some course descriptions it means they are new subjects and they are not available yet.

Italian language course

Luiss offers Italian language extensive courses in both semesters for exchange students who have been admitted to attend a period of study at Luiss, under an exchange program (Erasmus+ or Bilateral Agreement).
The courses are at three levels, beginners, intermediate and advanced and are free of charge for the students.
The students that attend the courses and comply with the requirements will receive a certificate and gain 3 ECTS credits, per semester.

Course enrolment

Students coming for the Fall semester will have to make a provisional course registration in June/July while students coming for the Spring will make it in November/December.

The final course selection will take place at the beginning of each semester. Students will have one week to change courses if necessary. Detailed information will be sent with the acceptance letter.

Courses have a limited capacity and the allocation of places will take place on a first come first served basis.

**ACADEMIC OFFER**

**UNDERGRADUATE SCHOOL**

**Bachelor's Degree Programs (3 years)**

180 ECTS credits

Area of Business and Management

- Business Administration (held in English)
- Management and Computer Science (held in English)
- Economics and Management

Area of Economics and Finance

- Economics and Business (held in English)
  - Management
  - Economics
  - Finance

Area of Political Science

- Politics, Philosophy and Economics (held in English)
## GRADUATE SCHOOL

### Master’s Degree Programs (2 years)
120 ECTS credits

**Area of Business and Management**

- By clicking on the name of the Programs a video presentation is available
- **Corporate Finance** (held in English)
- **Management** (held in English)
  - Entrepreneurship and Innovation
  - International Management
  - Luxury, Fashion and Made in Italy
- **Global Management and Politics** (held in English)
- **Data Science and Management** (held in English)
- **Strategic Management**
  - Business Model Innovation (held in English)
  - Strategic Human Resource Management
  - Green Economy and Sustainability
- **Marketing**
  - Marketing Analytics & Metrics (held in English)
  - Market Relationship & Customer Engagement (held in English)
  - Marketing Analytics & Metrics
  - Market Relationship & Customer Engagement
- **Accounting, Finance and Control**
  - Corporate
  - Professional

### Area of Economics and Finance

- **Economics and Finance**
  - Economics (held in English)
  - Finance (held in English)
  - Banks and Financial Intermediaries

### Area of Political Science

- **International Relations** (held in English)
  - Diplomacy
  - Security
  - Mediterranean Governance
- **Policies and Governance in Europe** (held in English)
  - Cultural Heritage Policies
  - Economic Governance and Market regulation
- **Government, Administration and Politics**
  - Politics and Communication
  - Government and Administration

### Area of Law

- **Single Cycle Graduate Program (5 years)**
  - 300 ECTS credits
  - EU Law and Regulation (held in English)
  - Law and Innovation (held in English)
  - Civil Law
  - Law and Economics
  - Company and Tax Law
**Master's Degree Program (2 years)**

120 ECTS credits

- Criminal Law
- Administrative Law
- International Law
- Labour and Social Security Law

**Law, Digital Innovation and Sustainability** (held in English)

- Digitalization
- Sustainability

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**EXAMINATION PERIODS AND ASSESSMENT**

**Luiss Uniqueness – Enquiry-based learning**

Luiss Uniqueness is an educational approach which combines academic rigor and practical relevance to equip students with the critical thinking required to solve daily and future challenges. At the heart of the Luiss ethos is its enquiry-based learning model, which teaches students how to formulate qualified questions and informed opinions about the complex world in which we live. This unique approach is student-oriented and involves curricular and extracurricular activities that connect students with Luiss university’s privileged network of real-world practitioners in business, institutions, and public administration. Via guest lectures, research projects and teamwork, students experience meaningful learning and see first-hand how to play an active and valuable role in society. The Luiss educational journey is one of investigation, innovation, interaction and interdisciplinarity.

**Examination periods**

Exams are held after the teaching period and can be oral, written or both. Depending on the area and level, some courses will have two or three examination dates and students can choose the one they prefer.

Courses included in the degree programs adopting the enquiry-based model will have only one examination date available in December or May depending on the semester and study period. For these courses the students’ performance will be continuously assessed throughout the whole semester and will constitute the main component of their final grade. The traditional final exam will account for no more than 30%.

The exact examination dates for each subject will be defined about a month and a half before the beginning of the examination session.

**Final assessment**

Exams can be taken only on the official dates. Exchange students will take their exams in the same conditions as regular students. Exchange students are NOT authorized to organize their exams individually with their professors.

**Proctored Exams**

According to the Italian examination system Luiss cannot allow proctored exams.

**Transcript of records**

Transcripts of records will be sent by email to the Partner Institutions 4 weeks after the end the examinations periods of each examination session.
Luiss University has embraced an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it.

**Grading system**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 e lode</td>
<td>excellent</td>
</tr>
<tr>
<td>29-30</td>
<td>very good</td>
</tr>
<tr>
<td>27-28</td>
<td>good</td>
</tr>
<tr>
<td>24-26</td>
<td>satisfactory</td>
</tr>
<tr>
<td>18-23</td>
<td>sufficient</td>
</tr>
<tr>
<td>&lt; 18</td>
<td>fail</td>
</tr>
</tbody>
</table>

Individual courses are graded on a scale of 18-30/30. Very brilliant students may be awarded 30 cum laude (30 e lode). The minimum passing grade is 18/30. Grades below 18 are a fail and are not registered. Grades below 18 will not and cannot appear on the transcript of records. In Italy grades below 18 do not exist. Exceptions cannot be made.

**ACCOMMODATION**

**Application for housing**

Students must apply for housing through a web form during their online application to Luiss.

**Type of housing offered**

The Luiss University Accommodation Office is available to assist incoming exchange students in their search for housing.

Students can apply for a room in a Luiss Residence or in an apartment shared with other students. More details about the residences can be found at https://www.luiss.edu/students/residences-and-accommodation/luiss-residences. There are limited places available and they will be assigned on a first-come first-served basis. Students will receive feedback on the outcome of their housing application by the deadline.

Students interested in living in an apartment will receive an email from CasaLuiss with customized proposals in accordance with the preferences expressed in the housing application form. The apartments are chosen among previously selected private owners and will be rented out with clear conditions and a regular contract.

For more information: https://www.luiss.edu/studenti/scambi-internazionali/scambi-internazionali-ed-erasmus/studenti-stranieri/accommodation-for-erasmus-and-exchange-students

**Application deadline for housing**

15 May - for both I (Fall) and / or II (Spring) semester

Luiss does not usually accept a second round of selected students for the second semester, after the summer. Very few exceptions can be made and they have been agreed on with the partners involved.

**Contact for housing**

Accommodation e campus services
T: +39 06 85225971
residenze-collegi@luiss.it
Erasmus students and students under a Bilateral Exchange Agreement do not have to pay any kind of university fee. These students are admitted on a no tuition fee basis.

Facilities for exchange students:
- Free Italian language courses
- Free shuttle buses connecting the different campuses
- Free medical service and emergency medical assistance
- Cultural activities such as: conferences, cinema, theatre, literature and music
- Luiss e-mail account
- Access to the wireless network
- Computer and printing facilities
- Orientation services and tutoring
- A specialized library that may also be accessed online through the University’s website
- University canteens and cafés
- A University radio
- Sport clubs
- Luiss Loft
- Language café

**VISA AND INSURANCE**

**Health insurance**

*Non-EU students* must hold a health insurance policy meeting the following requirements:
- It must cover expenses in the event of emergency treatments and/or urgent hospitalization.
- It must cover the entire duration of your stay in Italy.
- It must be valid for the territory of all member-states applying to the Schengen Agreement in its entirety.
- It must guarantee the policy-holder’s return to his/her own country in case of serious illness.
- It must be translated into Italian (or English) and legalized by the Italian Embassy/Consulate.

**EU students** must bring their European Health Insurance Card (EHIC) which entitles the holder to get necessary treatments at the same cost as an Italian citizen. Students are advised to verify how to get the card and which services are covered with the social security administration of their country before their departure. For more information, please visit: [https://ec.europa.eu/social/main.jsp?catId=559](https://ec.europa.eu/social/main.jsp?catId=559)

An insurance covering third part liability is strongly recommended for all exchange students.

### Visa application (for non-Schengen citizens)

Students from non-Schengen countries, as soon as they receive the letter of admission from Luiss Guido Carli University, should go to the Italian Diplomatic Offices (Embassy or Consulate) and apply for a **Study Visa**. For more information please visit: [http://vistoperitalia.esteri.it/home/en](http://vistoperitalia.esteri.it/home/en)

### Permit of stay (for non-Schengen citizens)

After arrival, students coming from non-Schengen countries will need to apply for permit of stay. To do so students must bring the following:

- A declaration of sufficient means of support
- A private Health Insurance valid in Italy
- The acceptance letter they received from Luiss

Please note that all the documents must be originals. Private insurance from home countries is sometimes not accepted at the Questura, unless an official paper from the Italian Embassy or Consulate of home country states the validity of the insurance.

Students will receive detailed information before arrival with their acceptance letter.

### Cost of living (average price in Rome)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>between € 350/€ 400 and € 800 per month</td>
</tr>
<tr>
<td>Transportation</td>
<td>€ 35 monthly card; € 1.50 single ticket (valid for 100 min.); € 250 annual pass</td>
</tr>
<tr>
<td>Textbooks</td>
<td>about € 200 / 250 average per semester</td>
</tr>
<tr>
<td>Cinema</td>
<td>€ 8.50 / 9.50</td>
</tr>
<tr>
<td>Fitness club – monthly fee</td>
<td>€ 30 / 80</td>
</tr>
<tr>
<td>Tennis court rent (1 hour on weekend)</td>
<td>€ 15 / 25</td>
</tr>
<tr>
<td>Food and meals</td>
<td>between € 200 and 300 per month</td>
</tr>
<tr>
<td>Meals at the University restaurant</td>
<td>€ 5 / 8 per meal</td>
</tr>
<tr>
<td>Fast food menu</td>
<td>€ 8.50</td>
</tr>
<tr>
<td>Meals at inexpensive restaurant</td>
<td>€ 20 / 25</td>
</tr>
<tr>
<td>Espresso coffee</td>
<td>€ 1.00</td>
</tr>
<tr>
<td>Cappuccino</td>
<td>€ 1.50</td>
</tr>
<tr>
<td>Milk</td>
<td>€ 1.40 / Liter</td>
</tr>
<tr>
<td>Bread</td>
<td>€ 3.50 / Kilo</td>
</tr>
<tr>
<td>Beef</td>
<td>€ 9.00 / 19.00 / Kilo</td>
</tr>
<tr>
<td>Chicken</td>
<td>€ 8.00 / 10.00 / Kilo</td>
</tr>
<tr>
<td>Local cheese</td>
<td>€ 7.00 / 25.00 / Kilo</td>
</tr>
<tr>
<td>Eggs</td>
<td>(regular – 12) € 1.80 / 5</td>
</tr>
<tr>
<td>Rice</td>
<td>€ 1.70 / 2.50 / Kilo</td>
</tr>
<tr>
<td>Pasta</td>
<td>0.80 / 1.20 / Kilo</td>
</tr>
<tr>
<td>Mineral water</td>
<td>€ 0.50 / 1 / Liter</td>
</tr>
<tr>
<td>Beer</td>
<td>€ 2.50 / € 6</td>
</tr>
<tr>
<td>Bottle of wine</td>
<td>€ 4.50 / 12</td>
</tr>
<tr>
<td>Apples</td>
<td>€ 1 / 3 / Kilo</td>
</tr>
<tr>
<td>Banana</td>
<td>€ 1 / 3 / Kilo</td>
</tr>
<tr>
<td>Orange</td>
<td>€ 1.50 / 3.50 / Kilo</td>
</tr>
<tr>
<td>Tomato</td>
<td>€ 1.30 / 4 / Kilo</td>
</tr>
<tr>
<td>Potato</td>
<td>€ 1 / 2 / Kilo</td>
</tr>
<tr>
<td>Lettuce (one head)</td>
<td>€ 1 / 2</td>
</tr>
</tbody>
</table>
# RESOURCES ON ROME AND ITALY

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italy</td>
<td><a href="http://www.italia.it/en/home.html">http://www.italia.it/en/home.html</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.study-in-italy.it/">http://www.study-in-italy.it/</a></td>
</tr>
<tr>
<td>Ministry of Foreign Affaires</td>
<td><a href="http://www.esteri.it/MAE/EN">http://www.esteri.it/MAE/EN</a></td>
</tr>
<tr>
<td>Rome</td>
<td><a href="http://www.turismoroma.it/?lang=en">http://www.turismoroma.it/?lang=en</a></td>
</tr>
<tr>
<td>Public Transportation</td>
<td><a href="http://www.atac.roma.it">www.atac.roma.it</a></td>
</tr>
</tbody>
</table>