



## Call for Applications Mobility a. y. 2024/2025: Structured Exchange in Management and Computer Science

This call is open to Luiss students enrolled in the 2<sup>nd</sup> year of the Bachelor's Degree in Management and Computer Science during the academic year 2023/2024.

Program	Destination	Available Slots
<a href="#">BI Norwegian Business School</a>	Oslo, Norway	10
<a href="#">Université Paris Dauphine</a>	Paris, France	10

**Applications can be submitted from 8 January until 26 January 2024 at 5:00 PM**

Application Deadline	By 26 January 2024 at 5.00 PM
Selection Results	By 26 February 2024
Confirmation of participation	Within one working day

### 1. General Rules

Selected students will spend abroad the 3<sup>rd</sup> year of the Bachelor's Degree in Management and Computer Science, during the a. y. 2024/2025, 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 programmes could receive an Erasmus+ grant, depending on the European Commission annual fund for Erasmus+. Further information will be available in Summer 2024.



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 among the Structured Exchange Programs**

Eligible students are allowed to apply up to both Structured Exchanges included in this Call for Applications and will rank the programs according to their preferences at the moment of the application. Please note that this preference is completely binding and cannot be changed after the application has been correctly submitted.

Refusal or missing confirmation of the Structured Exchange selection implies the official withdrawal from all the Structured Exchange programs in this Call.

Students will be selected for only one Structured Exchange within their list of preferences and will be removed from the selection procedures of the other Structured Exchange programs.

### **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 “8. 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 “8. Acceptance”, they will remain eligible for the International Student Exchange program.

### 3. Requirements

Eligible students can apply if, within the official extraordinary Winter exam session of the a. y. 2023/2024 (4 December 2023 – 3 February 2024), they comply with the following requirements by the application deadline:

- Weighted average grade equal to or above 26,50/30
- At least 74 credits by the end of the Winter exam session 2023/2024 and at least 112 by the end of the Summer Exam Session 2023/2024<sup>1</sup>
- English language: no certificate required

### 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 the end of the Winter exam session 2023/2024. 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.

---

<sup>1</sup> 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.



## 5. Application procedure

Applications can be submitted from 8 January until 26 January 2024 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](mailto: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](mailto: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

1. Curriculum Vitae;
2. ID Card or Passport, depending on the entry requirement for the selected destination<sup>2</sup>;
3. A motivation letter in English using the template provided by the International Development Office. The template can be found in the “**useful documents**” section of every program web page.
4. The document is prepared in the form of guidelines, considering the specific content required for selection. You are required to write a general motivation letter and state the reasons for applying to the programme for each desired destination. Once completed, the motivational letter must be uploaded on Web Self Service as a pdf file.
5. Other certificates (optional).

---

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

## **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 26 February 2024 (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.

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.

Every refusal received after the established deadline will be transferred to the Vice Rector for Teaching who will evaluate its motivations with the Dean of the Undergraduate School and the Director of Academic Services & Global Learning and will inform the Graduation Commission of those refusals deemed not properly motivated.

## **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**

### **9.1 For generic queries**

International Development Office  
email: [international@luiss.it](mailto:international@luiss.it)



## 9.2 For program related queries

<b>Program</b>	<b>Contact person</b>	<b>Email Address</b>	<b>Telephone Number</b>
<a href="#">BI Norwegian Business School</a>	Manfredi Mineo	<a href="mailto:mmineo@luiss.it">mmineo@luiss.it</a>	+39 06 85225685
<a href="#">Paris Dauphine</a>	Manfredi Mineo	<a href="mailto:mmineo@luiss.it">mmineo@luiss.it</a>	+39 06 85225685

Published on 13 December 2023.