



Call for Applications Mobility a. y. 2024-25: Structured Exchanges for the Bachelor's Degree in Politics, Philosophy and Economics

This call is open to Luiss students enrolled in the 1st year of the Bachelor's Degree in Politics, Philosophy and Economics during the academic year 2023-24.

University	Destination	Available Slots
Utrecht University	Utrecht, Netherlands	3
Vrije Universiteit Amsterdam (VU Amsterdam)	Amsterdam, Netherlands	3
Université catholique de Louvain (UC Louvain)	Louvain, Belgium	3

Applications can be submitted from 8 January 2024 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 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 second year. They will spend the 2nd year of the Bachelor's Degree in Politics, Philosophy and Economics abroad during the a. y. 2024-2025 and will be registered at Luiss during their stay at the partner university. 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 abroad.

Selected students are required to read and understand the study plan and its rules. The study plan can be found in the webpage of each Structured Exchange program (in pdf, towards the end of the webpage). Please refer to the table in page 1 of the present Call for Applications for the links to each webpage. The study plan and its rules are to be considered binding to the successful completion of the structured exchange program. 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 DD study plan. It is not possible to request an official renounce of the grades registration.

Selected students for EU destinations could receive an Erasmus+ grant, depending on the European Commission annual fund for Erasmus+. Further information will be available in Summer 2024.

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. Requirements

Students will be able to participate only if they comply with the requirements listed in the summary in point 2.4 (“Summary of requirements by program”), respect the agreed timeframes and have no pending administrative issues with Luiss.

2.1 Weighted average grade

The weighted average grade will be calculated based on the data available to the Student Office by 19 February 2024.

2.2 Credits

Students are required to have at least 24 credits registered by 19 February 2024.

2.3 Language requirements

2.3.1 English language

The language certificates must not be older than two years from the start of the mobility (1 September 2024). Hence, we will consider as valid the English-language certificates listed at the point 2.5 that have been obtained from September 2022 onwards. Applicants must meet the requirements using a single test.



Please note that documents certifying the enrolment in the Bachelor’s Degree in Politics, Philosophy and Economics is not considered as an English certificate for the present call. Only certificates listed in the table at the point 2.4, “English Language” will be accepted.

In case a Luiss student does not have an English language level issued by the Luiss Language Center (CLA) and does not hold one of the requested certificates, the student has also the possibility to take an ad hoc, free of charge test at the Accademia Linguistica Trinity School di Roma (Via dei Mille, 35) by 16 January 2024. To register, please send an email to the CLA at cla@luiss.it (please cc the International Development Office at international@luiss.it) no later than 10 January 2024, at 1:00 PM. During the test the use of dictionary or other translation tools is not permitted.

During the registration process, students might opt for taking the test either in person at the Trinity School or online on the dedicated platform, with a final Skype interview for the oral assessment. Thus, students who have not a Skype account yet, are invited to create it in advance. For further information about the test and the language level as stated by Luiss please contact the CLA cla@luiss.it by January 10.

Students not eligible to take the ad hoc test mentioned above but interested in submitting a certificate issued by the Trinity School are allowed to do so but must note that this is a fee-paying assessment test, which shall be reserved autonomously by the student. The test can be taken at any moment before the application deadline. The test is available also for students holding other language certificates and/or a CLA language level.

2.4 Summary of requirements by program

PROGRAM	WEIGHTED AVERAGE GRADE	CREDITS	ENGLISH LANGUAGE
Utrecht University	27/30 by 19 th February 2024	At least 24 ECTS by 19 th February 2024	<ul style="list-style-type: none"> • TOEFL min. 91/120 IBT • IELTS min. 7 • Duolingo min. 125 • Cambridge: FCE min. grade A; CAE grade B/C • Accademia linguistica Trinity School di Roma: C1 level • Luiss University Language Center: C1 level • International Secondary School Diploma totally taught in English
Vrije Universiteit Amsterdam (VU Amsterdam)	27/30 by 19 th February 2024	At least 24 ECTS by 19 th February 2024	<ul style="list-style-type: none"> • TOEFL min. 75/120 IBT • IELTS min. 6.5 • Duolingo min. 110 • Cambridge: CPE, CAE, FCE min. grade B; • Accademia linguistica Trinity School di Roma: B2.4 level • Luiss University Language Center: B2.4 level



			<ul style="list-style-type: none"> International Secondary School Diploma totally taught in English
Université catholique de Louvain (UCLouvain)	27/30 by 19th February 2024	At least 24 ECTS by 19th February 2024	<ul style="list-style-type: none"> TOEFL min. 75/120 IBT IELTS min. 6.5 Duolingo min. 110 Cambridge: CPE, CAE, FCE min. grade B; Accademica linguistica Trinity School di Roma: B2.4 level Luiss University Language Center: B2.4 level International Secondary School Diploma totally taught in English

3. Specific Program rules

3.1 Structured Exchange with UC Louvain

Knowledge of French is recommended, as it may be required by some courses.

4. Application procedure

Applications can be submitted from 8 until 26 January 2024 at 5:00 PM. To apply, students must complete the application form and upload the required attachments in the web self-service area of the Luiss website¹. 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. Compatibility with other International Programs

5.1 Compatibility with Double Degree Programs

¹Students are required to carefully read the Application Instruction published in the program webpage.

Selected students who will take part in the program are not allowed to apply for the International Student Exchange program and to the Double Degree Programs during the 2nd year of the Bachelor's Degree in Politics, Philosophy and Economics.

5.2 Compatibility among the Structured Exchanges Programs

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

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.

Students who are not selected for any Structured Exchange can remain in the waiting list of more than one Structured Exchange. If they are recalled from the waiting list of any program (regardless of their preference) and they confirm their participation, they will be subsequently removed from the other waiting lists.

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

5.3 Attachments requested in the application

Please note that the application must be completed through the web self-service. You are required to follow the Application Instructions which are uploaded in the Useful Documents section of the webpage of each program.

To be considered, the attachments must be in English and in PDF, readable, scanned (not photographed), named as follows:

DOCUMENT_SURNAME_DDPROGRAM (e. g.: ID_ROSSI_UTRECHT)

5.3.1 List of the Attachments:

1. English Language Certificate.
2. Curriculum Vitae (in English).
3. ID Card or Passport
4. 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.



The document is prepared in the form of guidelines, considering the specific content required for selection. You are required to 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)

6. Selection

Eligible candidates will be ranked after the assessment of their academic performance and other relevant criteria, as reported in the table below. The academic performance will be calculated on the data available to the Student Office by 19 February 2024. Candidates are responsible to check its accuracy in due time.

Criterion	Percentage	Details
Registered ECTS credits	55%	The academic score will take under consideration all registered credits valid towards one's degree. Credits must be registered by 19 February 2024 . Please note that additional courses (corsi liberi) will not be taken into consideration
Weighted GPA	35%	Starting from the minimum valid grade (18/30)
English language level	10%	To be calculated according to 6 levels (from A1 to C2) of the CEFR standard

6.1 English language proficiency

The English language proficiency will be assessed according to the following table:

Language levels	Cambridge	IELTS	TOEFL IBT	Duolingo	Other
C2.2, C2.1	CPE, CAE grade A	9 - 8.5 - 8	120 - 110	160 - 145	
C1.3, C1.2, C1.1	CAE grade B, C FCE First B2 grade A	7.5 - 7	109 - 91	140 - 125	Bachelor's degree totally taught in English International Secondary School Diploma totally taught in English
B2.4	FCE First B2 grade B	6.5	90 - 75	120 - 110	

6.2 Ex aequo

In case of ex aequo, curriculum vitae, personal statement, and knowledge of other languages will be considered. The students may be requested to send documents proving their experiences as declared in the CV.

7. 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-email by 26 February, 2024 (date may be subject to change) 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.

8. Acceptance

Selected students will be required to confirm their acceptance through written notification within one working day from the notification 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 Deputy Rector for Bachelor's Degrees Programs 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.

9. Additional points

The participation and successful completion of a DD program will provide additional points to the Final Grade of the Bachelor's Degree, according to [Luiss rules](#).

10. Useful contacts

10.1 For generic queries:

International Development Office
email: international@luiss.it

10.2 For program related queries:



Program	Contact person	Email Address	Telephone Number
Utrecht University			
VU Amsterdam	Elena Salemi	esalemi@luiss.it	+39 06 85225954
UC Louvain			

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