



Call for Applications Mobility a. y. 2024/2025: 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 2023/2024.

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

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	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. 2024/2025, 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 2024. 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

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.

3. Available Slots

The total number of available slots for the a.y. 2024/2025 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:

- have passed all 3 core exams (Introduction to Business Economics, Principles of Economics and Mathematics 1) by the end of the official extraordinary Winter Exam Session 2023/2024;
- 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 detracted 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 2023/2024. Formal admission is subject to the slot availability (20) and the fulfilment of the following requirements by the end of the official extraordinary Summer Exam Session 2023/2024:

- Pass the courses Introduction to Business Economics, Principles of Economics, Mathematics 1 and Microeconomics;
- Pass at least 5 exams;
- 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.

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) 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. Motivation letter in English. The document shall have a heading addressing the letter to the International Development Office;
4. Other certificates (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.

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.



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

9.2 For program related queries

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

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