

Luiss

Libera Università Internazionale
degli Studi Sociali Guido Carli



Erasmus+

International Exchange Programmes Erasmus+ and non-European countries

Regulations for outgoing students
A.Y. 2023-2024

LUISS



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All students selected for a study period abroad must carefully read this document and clear up any doubts that they may have with Luiss Student Mobility before their departure for the exchange.

Notice

Withdraw from the exchange program

In order to allow a smooth organization of the Program, in case you wish to withdraw from the offered seat, please inform Luiss Student Mobility in written form (or via email to relint@luiss.it) as soon as possible and still within three days after the publication of the notice on the assignment of the locations. After such deadline, withdrawing is only allowed in case, at the end of the assessment procedure of the study plan abroad, a candidate has not received the recognition of at least three Luiss courses (electives, core and mandatory, including qualifying examinations or *idoneità*). In this case the withdrawal must be notified within the day following the assessment of the plan by the academic coordinator.

Withdrawing from the offered seat means withdrawing from the Exchange Program for the academic Year 2023-2024.

Any withdrawing from the offered seat after the set deadline and that does not allow other students to take that seat, will be **reported** to the competent **Prorettore alla Didattica** based on the candidate's level of study.

He or she will consider the report and, if the reasons are deemed inexcusable, will inform the President of the Degree Board in order to take the case into account at the moment of judging the academic *curriculum* of the student.

1. Erasmus+/Bilateral exchange medical insurance

All Luiss students benefit from a policy which guarantees coverage for injury and civil liability.

Students destined to EU countries and Norway

It is required to bring your European Health Insurance Card with you; in its absence a substitute certificate must be requested to the competent ASL (*Azienda Sanitaria Locale* – Local Health Department).

For students participating in the Erasmus+ program an additional coverage for medical care, travel assistance (including repatriation for health reasons) and luggage protection.

Study periods abroad do not automatically include insurance coverage. It is recommended that outgoing students take out insurance that covers residual aspects, depending on their personal situation and host location, such as civil liability related to using non-motorized vehicles.

Students destined to non-european countries

These students must take out insurance that covers health expenses, medical care, possible hospitalization, and that meets all further conditions required by the host institutions.

It is advisable to check those conditions in advance and where possible to take out insurance policy directly through the host institution, whenever possible. Some Institutions require the insurance policy to be taken out directly through them. It is usually possible to find the relevant information on the Università Partner section of the Luiss Intranet or on the host university's website.

Further information is also available on the Ministry of Health website: Se parto per...(Italian only)

The MAECI (Ministry of Foreign Affairs of Italy) recommends considering purchasing an insurance **policy** that covers, in addition to medical expenses, emergency repatriation flights or transfer to another country. Likewise it is advisable to consider a policy covering travel expenses.

2. Erasmus+ App

The Erasmus+ App will guide you through your mobility journey and allow you to find all the relevant information and services to make your exchange more enriching and smooth.

Browse through the public feed full of tips and stories from your peers as well as events and deals offered by student organisations!

Or log in and benefit from the Erasmus+ Journey that will offer step by step guidance and information throughout the mobility - before, during and after the exchange.

The Erasmus+ App is brought to you by the European Commission as part of the European Student Card Initiative established to digitise and simplify the administrative procedures in student mobility!

Click and exchange your world!

For further information go to <https://erasmusapp.eu/>, and download the app directly from the store of your preferred device.

Discover all the features of the app here.

3. Online Learning Agreement for course recognition

Selected students must submit to the attention of the Academic Coordinator of their area of study proposals for the recognition of the courses they would like to take abroad, by filling out an **online Learning Agreement** through the **Web Self-Service**, during the timeframes indicated in the document “Learning Agreement submission timeframes” (available online [here](#)). Please refer to the Learning Agreement Technical guide available on the Luiss [website](#) and received by email.

The Academic Coordinators are the following professors:

Area of Political Science: prof. Francesco Cherubini

Area of Business and Management: prof. Maria Jell Ojobor and prof. Cinzia Calluso

Area of Economics and Finance: prof. Federico Carlini

Area of Law: prof. Pietro Pustorino

Students must not contact the Coordinators by email, proposals are to be sent through the Web Self-Service platform.

Before submitting proposals, it is necessary to **carefully peruse** the course offering and availability at the host institution. In case information by the host institution is unavailable it is possible to refer to the ‘Corsi’ tab available in the ‘Università Partner’ Intranet portal on <http://intranet.luiss.it/>.

It is in no way possible to obtain recognition of courses abroad whose exam abroad does not entail a grade assessment, but only a pass or fail generic mention.

Preparing proposals for the Coordinators’ assessment is an individual **responsibility** of each **student**.

Students will have to prepare a **rather wide** range of **proposals**, in case one is not accepted by their Coordinator.

In case a proposal is not accepted, it will be necessary to submit a **new proposal within 24 hours** of the email notification.

Non-compliance with the deadline for submitting proposals might **jeopardize** the **participation** in the exchange program.

For the purpose of proposal submission, it is necessary to choose courses whose recognition may be more likely.

Criteria for the preparation of the Learning Agreement

Students will have to submit a study plan to be taken abroad for a total of approximately 30 ECTS credits. For bilateral locations, there is a balancing table to assess equivalence with the ECTS system, available [online here](#). Under no circumstances can more than 36 ECTS (Luiss) credits be recognized per semester. For students of the single-cycle degree course in Law, the maximum number of courses that can be recognized at Luiss is 4 per semester.

The recognition of credits for other activities cannot be included in the Learning Agreement and requested from the delegate. It can be requested directly from your own School.

Instructions for all degree courses

With the exception of "Amministrazione, Finanza e Controllo"; "Data Science and Management"; "Management and Computer Science"; "Giurisprudenza"

Students of Amministrazione, Finanza e Controllo, Data Science and Management, Management and Computer Science can find the instructions for completing their Learning Agreement in the next section.

Courses attended abroad may be recognized as:

- ***Elective Abroad*** to replace the Luiss elective courses
- ***Core Abroad*** to replace the Luiss mandatory courses listed in [this list](#) for each degree course
- ***A specific compulsory*** Luiss course other than those listed.

Elective abroad and ***Core Abroad*** will be recognized with the **original course denomination** and it will **not** be necessary to identify courses abroad equivalent to specific Luiss courses. It will be **sufficient** that they are **consistent** with the educational objectives envisaged by one's **degree course** and that they are not too similar in title or content to other courses envisaged by one's degree course.

Students of Giurisprudenza, in particular, will **necessarily** have to select **Core Abroad** courses consistent with the profile of their choice. Except for those enrolled in the IV year it is therefore **necessary to mention** the chosen profile in the "notes" field upon submitting their Learning Agreements.

Students of Global Management and Politics, in particular, will have to select Core Abroad courses related to Political Science while Elective Abroad courses may be related to Political Science and/or Business and Management.

N.B. Students leaving for an exchange and enrolled in a degree program that offers an Individual Study Plan must necessarily select it.

If the degree program does not provide it, it is advisable to choose Core Abroad courses and address/profile/major as closely as possible.

In order to obtain recognition of compulsory courses not included in the above list, it will be necessary to identify courses abroad with a syllabus very similar to the Luiss one.

Instructions for Law students

For Law students the maximum number of courses that can be recognized in Luiss after the mobility is 4. The following indications refer exclusively to students enrolled in the aforementioned degree course.

The courses attended abroad can be recognized as:

- **Elective Abroad** in place of Luiss elective courses.
- **Core Abroad** in place of the 4 profile courses.
- **Specific Luiss** courses outside the profiles.

"Elective Abroad" and "Core Abroad" will be recognized with the original course title.

For "Elective Abroad" courses it will **not** be necessary to identify equivalent foreign courses to specific Luiss courses. It will be sufficient that they are **consistent** with the educational objectives envisaged by their **degree program** and that they are not too similar in the title or content to other courses envisaged by their degree program.

"Core Abroad", on the other hand, must be **necessarily** consistent with the **specific courses of the chosen profile**. Except for students enrolled in the fourth year, it is therefore necessary to indicate the profile chosen in the "Note" field at the time of filling out the Learning Agreement.

To obtain the recognition of Luiss mandatory courses not included in the above categories, it will be necessary to identify foreign courses with a very similar program to the Luiss corresponding courses.

It is in no case possible to get recognition, as part of the mobility abroad program, of the following courses:

Macchine intelligenti e diritto

Clinica legale

Elective preparatory courses for the enrollment in shortened degree programs

Instructions for students of "Amministrazione, Finanza e Controllo"; "Data Science and Management"; "Management and Computer Science"

The following instructions are solely for students enrolled in the above-mentioned degree programs. Courses taken abroad can be recognized as:

- **Elective Abroad** in place of Luiss elective courses
- **Mandatory Abroad** in place of the mandatory courses envisaged for the year of mobility based on their degree course.

Both types of courses will be recognized with the **original course denomination**.

For *Elective Abroad* courses it will **not** be necessary to identify courses abroad equivalent to specific Luiss courses. It will be **sufficient** that they are **consistent** with the educational objectives envisaged by their **degree program** and that they are not too similar in title or content to other courses envisaged by their degree program.

The *Mandatory Abroad* must instead **necessarily** be attributable to the **scientific-disciplinary field** of the teaching they replace.

List of compulsory courses that can be replaced with ***Mandatory Abroad*** by degree course with related SSD (scientific-disciplinary field):

1. **Management and Computer Science:** Business and Marketing Analytics (SECS-P/08: Economics and Business Management); Business Cyberlaw (IUS/04: Business Law); Finance and Financial Technologies (SECS-P/09: Business Finance).
2. **Amministrazione Finanza e Controllo:**
for the **AFC – AZIENDALE** profile: Programmazione e Controllo (SECS-P/07: Business Economics); Strumenti di Finanziamento per le Imprese (SECS-P/11: Economics of Financial Intermediaries); Operazioni Straordinarie e Valutazione d'azienda (SECS-P/07: Business Economics).
for the **AFC – PROFESSIONALE** profile: Diritto delle Crisi D'impresa (IUS/04: Commercial Law); Revisione Aziendale, Tecnica e Deontologia Professionale (SECS-P/07: Business Economics); Operazioni Straordinarie e Valutazione D'azienda (SECS-P/07: Business Economics).
3. **Data Science and Management:** Big Data and Smart Data Analytics (SECS-S/01: Statistics); International Operations and Global Supply Chain (SECS-P/08: Economics and Business Management); Privacy in The Digital World (IUS/01: Private Law).

Students of Administration, Finance and Control who wish to make use of the Convenzione con l'Ordine dei Dottori Commercialisti ed Esperti Contabili must specify it in the notes field when submitting the Learning Agreement, indicating which courses abroad require confirmation from the Delegate that they fall within the specific Scientific-Disciplinary Field required.

Common instructions for students of all degree courses

Under no circumstances can language courses abroad be recognized at Luiss as **elective, core, or mandatory courses**, even if mistakenly included and approved in the Learning Agreement.

Optional **additional courses** (*corsi liberi*) **must not be associated to any Luiss equivalent**, but simply marked as such by ticking the relevant box. Language courses taken at the Host Institution can only be recognized as additional courses taken abroad in case the student is not already enrolled in the same language course at Luiss.

The requirement of **preparatory courses** (*vincolo di propedeuticità*) is lifted for courses recognized within the scope of the present mobility for study abroad program. It is therefore possible to obtain recognition of courses even if they require preparatory courses at Luiss.

Be reminded that it is **required to reach a global credit balance**: the total of credits earned abroad cannot be below 80% of the credits recognized at Luiss. This condition is strictly necessary but not *per se* sufficient. After the evaluation of the study plan proposed by the student, the Academic Coordinator may request that the total number of credits earned abroad be increased.

In order to balance credits it may be necessary to **associate another or more than one foreign course** (so-called ‘compensatory’ courses) to obtain recognition of a single Luiss course. Compensatory courses should preferably be pertinent to a student’s own degree program. In **exceptional circumstances** (e.g. in case alternatives be unavailable, unsolvable schedule overlaps) language courses may be recognized as **compensatory**, always at the discretion of the Academic Coordinator.

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

Courses abroad that feature a high number of credits it is possible to associate a single course abroad to two Luiss courses. However, when such a **double association** is present in the Learning Agreement, the number of total credits abroad must be **at least 100%** of the total of credits recognized at Luiss.

The transmission of the Learning Agreement to the partner institution for their countersignature will occur through the **Erasmus Without Paper** system.

A notification is given by the system when the Learning Agreement is signed at the Host Institution through such system.

Obtaining a **countersigned** Learning Agreement from the Host institution is instead not necessary for students participating in a **bilateral exchange**.

4. Changes to the Learning Agreement

Each university has their own course enrolment procedure, which is usually different from those of local students. The host institution provides instructions, usually directly by email, to all involved students: it is therefore important to monitor your inbox to stay up-to-date.

Once **approved** the Learning Agreement **cannot be changed**, save in exceptional cases.

Students will have to check the **availability of the courses approved** by the academic coordinator before departure and **listed in the Learning Agreement** and follow the necessary procedures to enroll in them. Until that moment and the approval of the Learning Agreement **also by the host institution**, the document does not guarantee the plan therein laid out, as in it does not ensure enrollment in the courses listed in it.

Should one of the selected courses be unavailable they can send a new Learning Agreement **by two weeks from the start of classes at the latest**, compatibly with the deadlines and procedures determined by the host institution.

It is possible to present a new Learning Agreement **only when the change is inevitable** (for instance after an alteration of the course offering at the Host Institution). Students will have to log into their Web Self-Service and click on the **'New Learning Agreement'** button as instructed in the [Online submission of the Learning Agreement](#) available on the website.

- Please remember that **no more than 36 ECTS (Luiss)** can be recognized **per semester**. For students enrolled in the single-cycle degree program in Law the maximum number of courses that can be recognized at Luiss is 4 per semester.
- Please remember that students are to **submit the Luiss study plan (i.e. the choice of electives and track/major)**, following the instructions on the website, **by the deadlines set by the Student Office**.
- **N.B.** In case it is necessary to take **two (or more) exams abroad** for the recognition of a single Luiss course, it is **compulsory to pass both (or more) exams** to obtain the recognition at Luiss. If both (or more) are not passed, the exam taken abroad without compensatory may only be recognized as an additional course (*corso libero*).
- **N.B.** After the **timeframe to change** the Learning Agreement it is **no longer possible** to make further changes.

At least 3 workdays should be considered to allow the responsible Coordinator – which has to answer numerous requests – enough time to assess the new proposal.

Once approved by the Erasmus Coordinator, the Learning Agreement must be signed by a responsible person in the International Relations office at the Host Institution. This process will occur automatically if the transmission of the document is possible through the EWP platform.

If not, the signature must be requested and **afterwards, a scan will have to be sent by email to: relint@luiss.it.**

This document is **mandatory for obtaining the grant** and towards the **recognition of the exams at the end of the exchange program.**

5. Compilation of the Luiss study plan for the 2023-2024 A.Y.

Students must compile their study plan **online** through the University's web self-service <https://www.luiss.it/it/servizi-agli-studenti/web-self-service> approximately **shortly after the end of the second semester exam session**. The **deadlines and procedures are specified on the website**.

N.B.: Students selected for an exchange and **enrolled in a degree program that offers an Individual Study Plan must necessarily select it**.

Within the Luiss study plan, to be filled in by June, the student will specify one or more (based on how many are recognized in the Learning Agreement) “elective abroad” or “core abroad” or “mandatory abroad” courses **without the need of selecting a specific Luiss elective or core course**.

After the mobility, once Luiss Student Mobility receives the Transcript of Records, the Segreteria Studenti (Student Office) will proceed registering the **original titles of the exams assessed abroad**, indicated on the Learning Agreement, along with the **number of credits for the elective courses based on each Luiss regulations** (6 or 8 ECTS credits).

Upon their return to Luiss, students who fail an exam at the host institution, must inform the Segreteria Studenti (Student Office) about the course they wish to take at Luiss, which must be part of those available for one's own School and that has not already reached the maximum number of seats available.

Electives in the Luiss study plan cannot be similar (in terms of title and contents) to another course already followed abroad and recognized at Luiss.

Students wishing to take advantage of the Convenzione con l'Ordine dei Dottori Commercialisti ed Esperti Contabili will have to indicate it in the notes field upon submitting their Learning Agreement, specifying which course abroad needs confirmation by the Academic Coordinator that it corresponds to the required Settore Scientifico-Disciplinare (study field).

6. Attendance at Luiss language courses

Students engaged abroad in an Erasmus+ or a Bilateral Exchange will be exempted from attending the *compulsory* and *optional* language courses for the duration of the program abroad.

In general, it is recommended that students inform themselves at the host university about opportunities there for attending language courses if they are included in one's overall study plan so as not to diminish and, if anything, to actually improve language skills already acquired.

In any event students, must continue studying by themselves using the course textbook and didactic material made available by their language teacher on the platform **Luiss Learn** – <http://learn.luiss.it>, which can be accessed with one's account credentials **name.surname@studenti.luiss.it**. Students may keep in contact with their language teacher while they are engaged in the program abroad.

Upon resuming activities at Luiss students will be tested during the first lesson of the semester for the purposes of placing them in a group commensurate with their level should they be continuing their language courses.

For all information relating to language courses please contact the University Language Center cla@luiss.it.

7. Degree grade bonus and additional courses

On the basis of the resolution adopted by the Academic Senate all students enrolled starting from academic year 2019/2020 onwards who participate in an Erasmus+ or a Bilateral Exchange program will be awarded a 0,5-point **bonus** for their **degree grade** on graduation provided that they have **taken and passed exams abroad** (i.e. for courses in one's study plan) **recognized with at least two Luiss courses** with marks expressed in thirtieths as part of the study period abroad (excluding additional courses or language courses).

All students enrolled in previous years will be awarded a 1-point **bonus** for their **degree grade**, upon fulfilment of the above conditions.

Additional courses attended as part of Erasmus or a Bilateral Exchange or not on the list set by the Schools shall not count towards a student's grade point average.

8. Administrative deadlines at Luiss Guido Carli

All **administrative formalities**, during the period of absence from Luiss Guido Carli, **must still be complied with by the relevant deadlines** (for example, submission of one's overall study plan on line, enrolment at Luiss Guido Carli, payment of tuition fee installments, possible registration for additional courses at Luiss, etc.).

9. Host University registration and Application

All partner universities require that students complete a registration - application procedure prior to arrival. That procedure envisages the submission of an **application form**, either on paper or electronically (though usually electronically), containing all data relating to the student, at times accompanied by other documentation like, for example, a copy of ID, up-to-date transcript of records (in English), curriculum vitae, reference letter from a professor, photograph, etc. Almost always, the procedure includes a request for accommodation or at the very least information on accommodation. Not all the host universities are able to directly offer accommodation to guest students.

In any event, **all host university deadlines must be met**: sending of application forms, on-line enrolment, course registration, accommodation applications, payment of security deposits, etc.

Students are responsible for complying with host university procedures by the deadlines set by the latter. Failing to comply with such procedures and deadlines might entail the exclusion from the exchange program.

The transcripts of records (certifications of exams taken abroad) will have to be requested in a timely manner at the Student Office.

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

<http://www.luiss.edu/students/student-office/graduate-office/requesting-and-issuing-official-documentsself-certification->

10. Learning disorders and disability

Students with certified learning disorders (dyslexia, dysgraphia, dyscalculia, etc.) or disability usually benefit from compensatory measures at Luiss.

Regarding learning disorders specifically, in most cases it is possible to obtain the same compensatory measures used at Luiss also at the Host Institution. To make sure of it, however, we recommend selected candidates contact the Student Mobility office and provide all relevant documentation to allow for a formal request to be filed with the Host Institution.

Disabled students are kindly invited to refer to paragraph 4.3 of the Call for the present program, in which applicants are informed that the Student Mobility office must be notified well before applying to the program. The notice allows the office staff to carry out the needed assessments regarding the institutions best equipped to offer suitable service based on the type of disability of the student, to ensure the best possible experience can be had.

11. 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. : +39-06-85225. 389 / 642 / 722
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. : +39-06-85225.711
Email: aricciar@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

12. Accommodation

Not all partner universities guarantee an accommodation service. Many universities provide contact details for private agencies that furnish the service for exchange students. Many other partners do not guarantee any form of accommodation, be it in dormitories, halls of residence or private dwellings. In the first instance **Luiss** relies on the accommodation arrangements organized by the various host universities, which obviously have greater local knowledge. Luiss may well provide information on accommodation procedures but does not directly handle arrangements and cannot directly assure that accommodation will be found.

Obtaining information on availability, procedures, and deadlines for the accommodation application is **each student's responsibility**.

To further support outgoing students, Luiss has made an **agreement** with **Housing Anywhere**. To take advantage of the deal students must register to the platform through [this page](#).

Other useful portals for locating accommodation abroad are:

<https://erasmusplay.com/en/>

<https://www.spotahome.com/it> -30% Luiss promocode : LUISS30

<https://www.airbnb.com/>

<https://www.uniplaces.com/it/> 25% Luiss promocode : NEWSEMESTER23

<https://www.uniplaces.com/>

<http://www.wg-gesucht.de/en/#> (accommodation in Germany)

Before making any booking through a portal it is advisable to carefully read the general and special terms and conditions. We specifically recommend requesting information on the cancellation and refund terms for causes linked to the pandemic.

Students are invited to pay attention to online scams and take due precautions.

In many cases, the standards of the offered accommodation options and campus residences offered to exchange students abroad is lower than the Italian one and of that of the Luiss residences. Students with particular needs are advised to bear this in mind and to seek accommodation privately.

13. Getting ready for departure

Once the partner universities receive the application forms, direct correspondence will take between them and Luiss students, generally by e-mail. Accordingly, **students must constantly check their e-mail**, making sure to also look in the spam and secondary messages folders.

Students must carefully read all communications received and follow host university instructions and deadlines. All formalities must be completed in good time without waiting until the last minute or deadline day. Otherwise, in some cases, students risk losing out on accommodation or not being able to register for their preferred courses. It is recommended that students **keep a copy of all documentation** received and correspondence exchanged (on paper or electronically).

Preparing for cultural differences before departure

It is essential to prepare for departure, especially if the study period abroad will take place in a non-European country. We also recommend it for European destinations. Preparation will be important to face the semester in a more serene way, to be able to manage cultural differences constructively and without criticism. Before departure, we recommend doing research on the country of destination, on the culture and the differences from our country. It is helpful to look for useful tips on daily life (e.g. how to say hello, whether to tip in restaurants, etc.), read books, consult travel blogs, contact people who have lived in the same country, read reports from other students, learn some words of daily use in the language of the country.

It may be interesting to research non-verbal communication in different cultures and gestures with different meanings in different countries.

After preparing for the cultural differences between countries and having learned the local customs and traditions, it will be essential to respect them during the semester abroad. No culture is better or worse than another and differences can provide a great opportunity for personal growth. It is important to try to fit in, be flexible, see the bright side of things, communicate in a friendly and non-judgmental way, and express empathy.

We also recommend carefully reading the information and suggestions provided by the host universities. Some useful links:

<https://www.link-lab.it/articoli/cultural-awareness-curiosita-e-insidie-del-linguaggio-dei-gesti/>
<https://www.corriere.it/tecnologia/cyber-cultura/cards/significato-nascosto-20-simboli-che-usiamo-tutti-giorni/ok-a-gesti.shtml>
<https://www.travel365.it/gesti-da-evitare-estero.htm>
<https://www.scambieuropei.info/curiosita-dal-mondo/>

14. Visas and Host University acceptance

Students selected for non-Schengen destinations must **apply for a visa**. Among the required documents a **letter of acceptance from the host university** will certainly be necessary. In the majority of cases these letters will be sent to Luiss Student Mobility. Students should **collect them as soon as possible** and **then visit the competent Consular body as a matter of urgency**. For some countries **at least three weeks are required to obtain a visa**. Information on the procedures to follow and the documentation to prepare can be found on the websites of the partner universities and the relevant embassies.

In some cases, reference letters signed by one of the student's professors may be required. Such letters must be on headed paper.

For candidates who are not citizens of an EU member state: in some cases the requirements for studying at a given location are dictated by the immigration policy of the host country. For example, the United Kingdom requires such candidates to submit a certain type of English certification. Candidates should carefully check whether any such specific requirements must be met in relation to the countries that they are interested in.

Student mobility programs are premised on cooperation between the universities involved, based on the provisions of agreements as amended from time to time. The information published in Annex A regarding the requirements for studying at the exchange locations is the result of intense negotiation aimed at facilitating access for Luiss students (for example, many locations in theory require external linguistic certification but in practice in many cases we are able to obtain an exemption by having language proficiency certified by our own University Language Center). Although we make every effort to publish reliable information, Luiss is not responsible for changes due to events beyond its direct control.

Following the withdrawal of the United Kingdom from the European Union (Brexit) it may be necessary to apply for a visa for study in that country. We recommend referring to the official website of the government on the matter:

<https://www.gov.uk/browse/visas-immigration/student-visas>

15. Language warm-up before going abroad

In getting ready for departure it is advisable to brush up on the language of the host university, by revising grammar and practicing speaking and writing skills. Suggestions include watching films and TV in original language, visiting websites of newspapers and magazines from the relevant country, engaging in conversation and doing written exercises. The key is to do it constantly every week. Some useful sites to help you brush up on your English before departure are:

- <https://www.teachingenglish.org.uk/>
- <https://preply.com/it/blog/2018/08/07/esercizi-quotidiani-per-migliorare-inglese/>
- www.speakuponline.it
- <http://www.better-english.com/exerciselist.html>: contiene diversi esercizi per migliorare il Business English e altri tipi "tecnici" di inglese
- <https://www.ef.com/wwen/english-resources/>

Information on how to write an essay in English can be found at: www.essayinfo.com

Brushing up on one's language skills before departure is recommended for all students, regardless of level because even students with a high level can benefit from practice.

16. Foreign University system

The method of teaching at foreign universities is different from that employed in Italy in that it tends to be more practical and less theoretical.

Lessons for each course do not generally exceed three a week. Individual work, group work, case studies and project work are periodically required. **Fewer traditional type lectures must not be interpreted as meaning a lighter workload.** Abroad, students are expected to do more individual work outside lectures.

Exams are generally written and held over a concentrated period of about two weeks. Each exam has just one date it can be taken on. It is recommended to study right from the start and not to wait until just before the exams.

17. Security abroad

Luiss Safety Check and Viaggiare Sicuri

The Luiss App includes a Safety Check function, with the aim of providing a service to protect students undertaking an exchange experience at foreign universities with which Luiss has entered into cooperation agreements.

The service is integral with the “*Viaggiare Sicuri*” e “*Dove siamo nel mondo*”, sponsored by the Unità di crisi of the Italian Ministry of Foreign Affairs.

The Ministry of Foreign Affairs in case of emergency abroad recommends following this procedure:

In case of attacks or other grave circumstances

- Avoid the concerned area or, if you are nearby, quickly flee towards a safe place.
- Stay temporarily in your house, stay informed through media and follow the directions of local authorities.
- If possible, try to seek help from and/or provide your location to the local Italian consular body.
- Inform your family about your safety (sms, social media) and invite them to inform the Unità di Crisi.
- If telephone communication is impossible, use social media.

Activate the trip within the Luiss App.

All students who are about to leave for a mobility program abroad are invited to **activate the trip within the Luiss App**. To do so, the card will have to be modified inserting at least one contact between mobile and/or landline phone. At any time, the trip can be modified or interrupted and all the information will be shown in the **trip list** available on each user's profile.

Before departure

- Check the mandatory and recommended vaccinations to enter the destination country.
- Find information on uses, customs, laws of the country of destination by consulting travel guides or the site: <http://www.viaggiariesicuri.it/home.html>.
- Take note of the Italian embassy or consulate in the destination country. Record address, telephone numbers, emergency telephone number. Write down this information on your mobile phone and in your passport, saving them securely online.
- Include an emergency contact in your passport.

- Check with your provider that your cell phone works abroad.
- Leave your contacts abroad with friends and family.
- Send the foreign address and contact details to the Student Mobility office.
- Make sure you have different payment methods available.
- Check the validity of your driving license if you need to drive abroad.
- Make multiple copies of your passport, travel documents and useful numbers, also save them online.
- In consideration of your health conditions, also bring copies of the usual medical prescriptions with you.
- Indicate any allergies in your passport, online, or with the appropriate medical bracelets.

During the period abroad

- Always think about what you are doing, trusting your instincts.
- Do not display valuables.
- Be careful when taking photographs, shooting videos, observing with binoculars. These activities may be misunderstood by local authorities, especially near military installations.
- Respect the customs and sensitivity of the host country.
- Periodically give news about yourself to your contact in Italy.
- Check the host country's food and plant import/export rules.
- In the event of a serious attack, armed insurrection, state of war, stay temporarily in one's homes and try to communicate one's position to the Italian diplomatic mission on the spot, to one's family and to the university. Maintain a prudent attitude and keep yourself updated on the evolution of the security conditions in the country, contacting the Italian Embassy if necessary and scrupulously following the instructions of the local authorities.
- Comply with the instructions for safety and security received from the representatives of the host offices.

18. Potential difficulties on arrival or during the period abroad

The novelty of the experience, the *first time away from home*, initial language difficulties, the impact with a new country and bureaucracy to deal with on arrival could create difficulties for some students. They are problems that can be resolved: it is important to adopt an open and positive attitude in order to get through the first few days. Students should not let themselves be overcome by anxiety but should put the difficulties into perspective. They will soon pass and the period of study abroad will become very rewarding.

To quote from the report of an Erasmus student: “If I had to give words of advice to a student heading off on Erasmus, it would be to go with peace of mind because it will definitely turn out to be a wonderful and enriching experience. Be patient: you might be feeling a little lost and lonely at the very beginning but in the space of a few days you’ll start to find your feet and socialize right away”.

Students can count on the support of Luiss Student Mobility, before departure, during the study period abroad and after their return to Italy. For problems of any type students can always contact both Luiss Student Mobility and the corresponding office at the host university.

Cultural shock

Travelling and getting to know new places is certainly an exciting experience. However during an extended period of study abroad, some students may feel disoriented and worried: this may be due to a person's lack of familiarity with the local language or culture, the sense of loneliness due to the need to rebuild friendships, the difficulty of taking all the exams originally envisaged, the distance from family or the fact that the experience contrasts sharply with the standard models of one's culture. In any case, people exposed to an unknown culture or environment without adequate preparation may feel confused, uncertain and sometimes anxious.

Cultural shock is that feeling of uncertainty, confusion or anxiety that people feel when they move to another country.

Useful tips

- If in trouble, get help! Obtain information about the Tutoring Service or the Psychological Counselling Service of the host university or write to the staff at Luiss.
- Try to get more involved in social activities, and to this end before leaving home check out the activities provided by the host university. Socializing is highly necessary for effective synergy between different people in order to achieve a pre-determined goal.
- When students change their habits, their academic performance may ‘slow down’ initially.

- There may be different teaching methods, there will be new classmates and students will need to know and learn new examination procedures. Students must give themselves time to prepare for the new way of life in the new context. In other words, despite a student's desire to pass all the exams immediately, it often happens that the goals and conditions that they had set themselves are rethought. When planning the exams that it is intended to take abroad, advice should be sought from a university tutor in order to make a realistic plan in that regard.
- Before your departure ask your university questions on the challenges you will be faced with during the process of adapting to the new culture.

Useful links

<https://www.kaplaninternational.com/it/blog/7-consigli-per-superare-lo-shock-culturale>

<https://www.ef-italia.it/blog/efacademyblog/shock-culturale-crescere-sfidando-le-diversita/>

<https://www.changexperience.com/2018/06/15/ritorno-in-patria-uno-shock-inatteso/>

19. Arrival at the host institution

The date of arrival communicated by the host university must be complied with.

It is necessary to inform the host university of the exact date of arrival, **if required.**

Upon arrival it is essential to:

- fill out the form available at the following link
<https://goo.gl/forms/rfpfYi5FbLNNZYzZ2>
- send the signed Erasmus arrival/departure form.

20. Duration of the study period abroad

All exchange students are expected to **stay abroad throughout the entire duration of the semester, until completing their exams**. In any case, for no less than two months (60 days), the minimum duration determined for the Erasmus+ program.

21. Grades awarded abroad – exams

Exams are to be taken at the Host institutions according to the modes, procedures, rules and dates established by each Institution.

Account will be taken solely of the grades officially communicated to Luiss by the host university, expressed in accordance with the assessment system used in the country where the study period abroad took place or in accordance with the European ECTS system. Most foreign universities **do not allow** a student to decline the grade awarded.

At the end of the exchange students may decline the conversion of additional courses (*corsi liberi*) in their Luiss career by emailing the Student Mobility Office. In all other cases they can apply to decline a grade to the Student Mobility office solely for grades between 18 and 24, within three days after the email notification of the conversion. It will not be possible to apply for declining the grades for every exam taken abroad, at least one must be registered. After receipt of certification of the exams taken abroad (i.e. the transcript of records), the grades will be converted into thirtieths in accordance with the conversion table of the host institution or country.

The tables are drawn up on the basis of data on the distribution of grades awarded abroad provided by the partner institutions, if available, and are approved by the Student International Relations Academic Commission. They take into account the differences in the academic system and also the difficulty of studying in a new context so as to ensure a fair and appropriate conversion. Since the grading scales abroad almost always use fewer steps than the 30-point scale used in Italy, very often a band corresponds to a single grade abroad (e.g. a grade of 3 abroad corresponds to the band 24-26 at Luiss): in such cases the assigned grade is always the highest of the band (26 in the previous example). Students can view the tables upon submitting a request to Student Mobility.

The conversion is final.

In case of compensatory courses (that is when it is necessary to take more than one exam abroad to obtain recognition) the grade of the Luiss course will be determined by the arithmetic mean (average) of the grades of the exams abroad. In case the compensatory course is a **language course**, it is sufficient to pass the exam (the grade of the language course will not affect the conversion). In such cases, to confirm recognition, **both (or more) courses abroad must be passed**. If not, the exam taken abroad without compensatory course will be recognized as an additional course.

The conversion of grades with the host university as it is a matter **exclusively for Luiss**. The Host university is responsible exclusively for its own grading system.

It is not possible upon returning home to organize retakes or proctoring exams at Luiss for exams that were not passed abroad. Any retakes must take place at the relevant host university.

Should a student fail an exam or drop out of a course abroad, the corresponding Italian exam will have to be taken at Luiss. Students enrolled in Degree Programs that use the new educational model will be able to take the exam as non-attending students during the single rollcall (*appello unico*) if they have returned in time, or in the modes and times established by their School.

In case of a failed exam for an elective abroad, a core abroad, or a mandatory abroad within the study abroad period, the student must contact the Student Office to be enrolled to one or more courses at Luiss to be taken at Luiss instead based on his or her degree program.

Electives in the Luiss study plan cannot be similar (in terms of title and contents) to another course already followed abroad and recognized at Luiss.

Once the complete documentation has been received (transcript of records, grades abroad conversion form), the Student Mobility office can proceed with the conversion. Processing the documents may require up to four weeks.

After processing the office will produce a document called final conversion determination (*delibera di riconoscimento finale*) in which the grades converted in a 30-point scale are indicated. This document, save for decline requests submitted according to the above-mentioned terms, is finally forwarded to the Student Office for the registration of the grades in the student's career.

22. Plagiarism

The term Plagiarism is defined as “the act of using another person’s words or ideas without giving credit to that person” (<https://www.merriam-webster.com/dictionary/plagiarism>).

Plagiarism is a crime that violates the ethical norms of academic life and represents a grave violation of the Ethical code. In their written work, papers, Internet research, etc., **students must always cite the source** when using the documents or work of others.

There is specific software and search engines to detect plagiarism. **It is severely punished abroad.** Sanctions at Host institutions may be very severe, from failing exams to expulsion, or even the annulment of the cooperation agreement with Luiss.

During the exams it is forbidden to bring material or notes expressly prohibited by the host university. Solely in the case of an *open book exam* or *take home exam* (common at Dutch universities) is it permissible to use certain materials. Students will receive the necessary instructions from the host universities.

23. Rules of conduct

Outgoing students must behave in a proper manner in keeping with an international academic experience. Utmost respect must be shown to host university people and property and any damage avoided. They must comply with the respect of the legislation and behave in the respect of the principles of honesty, rightness and reliability.

In addition to the respect of the rules and regulations of the host institutions for all that concerns written and oral communications, students must avoid using terms or expression that can be considered offensive or inappropriate.

Outgoing students are Luiss representatives abroad. Behavior misuse can damage Luiss reputation which could lead to a less availability and willingness from the partner institutions of cooperating for student's mobility programs.

Luiss students guilty of conduct unbecoming them at host universities will be reported to Luiss academic authorities and may face disciplinary action as the case may be.

24. Environmental impact

The impact of the transportation sector on the environment is very high. In Europe it is the cause of about one third of the total energy consumption and of a fifth of greenhouse gas emissions, in addition to other types of emissions responsible for urban atmospheric pollution.

Sustainable mobility is a model that entails a green transportation system that allows for the reduction of the environmental impact.

Students preparing to travel abroad for the Erasmus program can reduce the environmental impact with sustainable mobility to reach the host universities and for trips during their period of study abroad.

The airplane is the most polluting means of transport. Train remains the most respectful way to move around Europe, in terms of greenhouse gas emissions. A help to the environment can certainly be brought by giving up a few flights, in favor of more sustainable means such as trains or buses.

If giving up flights is not possible, the least polluting ones can be chosen. Some search engines already highlight, with a green rectangle, which flights produce less CO₂ for the chosen route.

Further ways to try to make the flight more sustainable are:

- Avoiding short trips; the train can be taken to travel from Rome to Vienna, to reduce CO₂ emissions by over two thirds.
- Flying non-stop with direct flights. Flying non-stop saves energy, because takeoffs require a lot of it, about 25% more than when the aircraft flies at cruise speed.
- Using green airports. These are airports that have recycling programs, sustainable buildings, acoustic pollution reduction programs, airport vehicles emission control.
- Flying economy. Transporting more people makes fuel usage more efficient.
- Lightening luggage, so as to reduce load and increase efficiency.
- Choosing travel agencies that compensate carbon emissions.

Some measures that can be taken to reduce the urban carbon and environmental footprint are:

- Moving on foot.
- Cycling.
- Moving with public means of transport: buses, trams, metro.
- Using shared private means of transport: car pooling and car sharing.

Walking and cycling are not just about mobility, they also help connecting with other people.

To get a sense of the environmental impact caused by the various types of consumption (at home, while moving, travelling, etc.) you can estimate your green footprint [here](#).

In line with the objectives and university policies, established by the European Charter signed by Luiss, all participants to the program are invited to be mindful of the **environmental impact** of their actions and choices (for instance by preferring electronic documents to the papers ones whenever possible, choosing and using recyclable materials and ensuring their proper disposal, using public transportation, etc.).

Inspiring a **civic sense** in students and involved staff is among the objectives of the program, to set an example for others and all citizens.

The Erasmus program shares and upholds the [Sustainable development Goals](#) set for 2030 by the United Nations, contributing to a greener, equitable and fair society. Ensuring that Europe can continue to grow and improve in a viable way is crucial for our future.

For further information please refer to the following sources:

- <https://www.egg-project-eu.uvsq.fr/policy-recommendations-and-guidelines>
- <https://www.greenerasmus.org/after-mobility/travel>
- <https://gceurope.org/work-areas/clean-mobility/>

25. Erasmus+ / Bilateral exchange certificates

- Erasmus and Bilateral Exchange certificates are compulsory documents for obtaining a grant.
- All students, before returning home from the host university, must obtain a signed certificate of participation that confirms their study period abroad.
- Upon their return, students must deliver the certificates to Luiss Student Mobility as a matter of urgency.

26. Transcript of Records

The transcript of records is usually not available immediately upon conclusion of the study period abroad, because its processing usually requires some time. Solely a number of universities issue it before the end of the study period abroad. Most universities send the transcript of records to the students or Luiss Student Mobility as soon as the transcript in question becomes available. **As soon as the transcript arrives, students must forward or deliver it to Luiss Student Mobility as a matter of urgency. It should be borne in mind that generally two to three months pass before receipt of the transcript.** Foreign universities mainly hold written exams and hence much more time is required to correct the test papers, record the grades and prepare and send the transcripts.

Whenever the certificate is in electronic format it must be **necessarily sent by the Host Institution to Luiss Student Mobility**, unless it features an electronic authentication system. It will not be accepted otherwise.

Please note that, since in most cases transcripts are received between March and May, the **updated of the students' records with the grades obtained during the exchange might not occur in time to bring forward the graduation to the early march/April extraordinary session, to apply to other Universities or for other types of calls for selection.**

Bear in mind that for some UK universities (for example, University of Durham, Cass Business School, Aston University (for Political Science) Robert Gordon University, University of Leeds, King's College) transcripts of records are normally received between July and September, thereby making it impossible to graduate in the summer session and indeed in some cases making graduation in the fall session also unlikely.

27. End of study period abroad

At the end of their study period abroad, all students must **complete the necessary formalities**. An email will be sent to each student with the relevant details.

Specifically students must **prepare a report on their study period abroad and complete the online EU questionnaire**.

The report for Luiss of the exchange experience abroad destined to publication on the Luiss Intranet portal, once written in Word format following the template, must be e-mailed to [**relint@luiss.it**](mailto:relint@luiss.it).

28. Registration of the exams taken abroad

At the end of the study period abroad and after receipt of the transcript of records sent by the host institution and, after verifying its consistency and regularity, Luiss Student Mobility prepares the final conversion statements. **Only courses that have been previously approved by the Academic Coordinators and therefore indicated in the Learning Agreements can be recognized.**

Those documents are submitted to the Student Office which registers the learning activities undertaken abroad and the credits earned in the student's university record. The name of the course at Luiss will be used for compulsory courses, whereas for every other category the original name of the course abroad will be used. For compensatory courses the name of the course that has the greatest weight in credits will be used.

At the end of the exchange students may decline the conversion of additional courses (*corsi liberi*) in their Luiss career by emailing the Student Mobility Office. In all other cases they can apply to decline a grade to the Student Mobility Office solely for grades between 18 and 24, within four days after the email notification of the conversion. It will not be possible to apply for declining the grades for every exam taken abroad, at least one must be registered. After receipt of certification of the exams taken abroad (i.e. the transcript of records), the grades will be converted into thirtieths in accordance with the conversion table of the host institution or country.

It is each student's responsibility to mention the actual date of the exam abroad when not indicated in their transcript of records.

The part of the procedure of which Student Mobility is responsible may take up to **4 weeks from the moment of receipt of the final transcript of records.**

Additional courses taken as part of Erasmus will be noted in their original language in the student's university record **but the grades obtained will not count towards the student's grade point average.**

N.B.: as already requested at the time of finalization of the study plan, **the total credits earned abroad cannot be less than 80% of the credits recognized at Luiss.** If the difference between credits earned abroad and those at Luiss rises above 20% due to failure to pass certain exams abroad, the Academic Coordinator may modify the student's study plan to achieve the minimum required balance.

Whenever a double association (one course abroad for two at Luiss) is present in the Learning Agreement, the number of total credits abroad must be at least 100% of the total of credits recognized at Luiss. In this case as well, if the requirement is not met due to failure to pass certain exams abroad, the Academic Coordinator may modify the student's study plan to achieve the minimum required balance.

To this end, the Academic Coordinator may change the association of any compensatory courses initially associated with other courses for which the exams have not been passed or, if there are none, cancel one or more of the previously approved Luiss recognitions and use the corresponding foreign courses to compensate for other courses. In any case, Luiss courses cannot be recognized if the exams for the required compensatory courses abroad have not been passed.

Bear in mind that in most cases the transcript of records is received between March and May. For some UK universities, it is necessary to wait even up to July (or September), making graduation in the summer session highly unlikely.

29. Erasmus+ and bilateral exchange grants

Luiss Guido Carli has submitted its application for funding under the *Erasmus Charter for Higher Education 2021-2027 – ECHE* to the European Commission (Directorate General for Education and Culture – DG EAC) for undertaking the exchange and academic training activities envisaged by Erasmus+. The ECHE Charter is valid from the 2021-2022 to the 2027-2028 academic years.

For exchanges that are part of Erasmus+, approved in the *Erasmus Charter for Higher Education*, the EU grant will be calculated having regard to the country or group of countries of destination broken down by the costs of living, as per the following table:

Group	Amount
GROUP 1 (HIGH cost of living)	
Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, United Kingdom*, Sweden.	€350,00/month
GROUP 2 (AVERAGE cost of living)	
Austria, Belgium, Cyprus, France, Germany, Greece, Malta, The Netherlands, Portugal, Spain.	€300,00/month
GROUP 3 (LOW cost of living)	
Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary.	€250,00/month

*The United Kingdom is considered a “partner country” and not a fully entitled member of the Erasmus program. The respective Erasmus+ grants will therefore be disbursed in case the funding received by the European Commission is sufficient. Otherwise, the respective grants will be disbursed through Luiss funding, in the same way as those for **bilateral grants, in case the funding is confirmed.**

Generally speaking, due to the increase in student mobility, European funds may not be enough to cover the whole exchange period. Hence, should funding be confirmed, it will not be possible to guarantee a grant for the effective duration of the exchange that covers all the costs of the study

period abroad. Students will receive the minimum contribution guaranteed by the European Union, that is two months' worth of grant.

The approval of the ECHE national call and the confirmation and finalization of the EU co-funding will occur during the summer of 2023.

Note for students who have won a place in a European university:

Before departure, following the finalization of the Erasmus contributions, the students will be e-mailed the *Erasmus Mobility Agreement for Studies*, the *Erasmus Mobility Agreement for Studies – General Conditions*, and the *Erasmus Student Charter*. The Erasmus Mobility Agreement for Studies must be signed and returned in duplicate to Mrs. Liguori at **Luiss Student Mobility**.

The European Union online questionnaire (EU Survey) must be completed at the end of the Erasmus period. Erasmus grants will be disbursed by the relevant Luiss Guido Carli office upon receipt of the EU funds.

Students selected for a study period at a **non-European university will receive a contribution disbursed from Luiss funds** at the end of their exchange period abroad in case funding is confirmed. Further information will be available in the fall.

Payment of grants:

Grants will be paid by **bank transfer**. By **May 31** students must furnish an **IBAN** (either a bank current account or a prepaid card that can receive bank transfers) using the online form that will be sent by Luiss Student Mobility. The bank account or the prepaid card **must be held by the student**, or it must at least be a joint account also **where the student is one of the holders**.

Student mobility programs are premised on the principle of reciprocity and allow students of both institutions to perform a study abroad period without incurring any kind of tuition fee at the partner institution. The student incurs, instead, all expenses related to travel, board, lodging, insurance, study books, and possible application or housing fees.

Erasmus and bilateral grants are essentially meant to cover travel expenses and increased cost of living. They are not meant to cover the entirety of the costs incurred to study abroad.

30. Additional contribution

We recommend all departing students to check the calls on the [Financial aid and loans](#) page of the Luiss website.

The Ministry of Education, Universities and Research (*MIUR*) will make funds available in addition to the Erasmus and bilateral grants for the student mobility during academic year 2023-2024. **The grants will be disbursed based on the ISEE and the ranking score** assigned within the selection process for the International Exchange Programs, until funds are exhausted. More information will be provided between May and June.

31. Useful tips

- First and foremost, outgoing students should **carefully read this document**, available at any time on the pages of Luiss' website.
- It is recommended that all outgoing students bring an up-to-date transcript of records with them abroad, in English.
- It is recommended that outgoing students bring some passport size photographs abroad with them.
- It is advisable to check **Luiss' website every now and then**. **All administrative deadlines and updates are published on the website.**
- During the semester abroad, it is recommended that students use solely their **Luiss** e-mail address (in correspondence with the host university and Luiss Student Mobility) and **to regularly check their e-mail**.
- It is recommended that outgoing students **purchase a good guide** so as to inform themselves about the customs and traditions of the host country, **especially if heading to a non-European country and in particular to an Asian one.**

N.B. Outgoing students are asked not to contact the host institutions *before first talking to Luiss Student Mobility*, and in any case, **not before being selected.**

32. Information on Erasmus+ or Bilateral exchange experience

Information on Erasmus or Bilateral Exchange experiences can be found and obtained:

- on intranet.luiss.it and the websites of partner universities;
- reading the reports of Luiss students who have previously participated in exchanges;
- contacting the Italian students who have participated in an exchange abroad;
- contacting foreign students at Luiss;

33. Contacts

Luiss Guido Carli

Student Mobility

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34. Glossary

Luiss elective courses	Elective courses are an integral part of degree programs. Students must choose from among a list of those offered by their own degree program. The elective course(s) must be included in the overall study plan to be compiled online in the month of June.
Luiss Core abroad courses	Core courses are offered in some degree programs and are mandatory for graduation. In the Luiss plan, to be submitted in June, students must select 'core abroad' without indicating a specific core course taught at Luiss.
Luiss Mandatory abroad courses	The mandatory abroad courses are substitute courses for some Luiss curricular courses, only offered if the student's study program does not include core abroad. They must necessarily fall within a specific Scientific Disciplinary Sector.
Additional courses abroad	Additional courses attended as part of Erasmus or a Bilateral Exchange or not on the list set by the Schools will not count towards a student's grade point average in any way but will be recorded in the electronic academic record booklet in their original language.
Learning Agreement	This sets out the studies to be undertaken abroad approved by one's Academic Coordinator. The Learning Agreement is signed by the student, Responsible Person at the Sending Institution (i.e. Luiss Erasmus Institutional Coordinator) and the Responsible Person at the Receiving Institution. Only the courses therein listed can be recognized at Luiss.
EU Survey	A questionnaire on the Erasmus experience to be completed online upon a student's return home and upon receipt of the invitation to complete it from the European Commission. It is a compulsory document required in order to obtain an Erasmus grant.
Erasmus certificate (sometimes called Attendance Certificate or Arrival Certificate)	Also known as Erasmus certificate, it must be signed at the beginning and end of the exchange period to certify its duration.
Online Linguistic Support	Platform available to Erasmus students affording them an opportunity to assess their skills in the foreign language that they will use and possibly to improve their competence by following an online course free of charge. Taking the pre and post exchange assessment test is obligatory for the purposes of obtaining an Erasmus grant.
Transcript of records (ToR)	Certificate evidencing the examinations taken.

Checklist for outgoing students

Before your departure remember to:

- Take out the required insurance.
- Keep a photocopy of all the documents, application forms and correspondence sent to and received from the host university.
- Check that your **ID and/or passport has/have not expired**.
- If heading to a non-European destination, **apply for the visa in time**.
- For non-European countries your passport must not expire less than 6 months after your scheduled return date from abroad.
- Use the Luiss App Safety Check function integrated with the Unità di crisi of the Farnesina.
- Register or get somebody else on your behalf to register with Luiss Guido Carli by the relevant deadlines.
- Bring your European Health Insurance Card and insurance policy with you abroad.
- Bring your letter of acceptance/admission with you abroad, if you have received such a letter from the host university.
- **Bring an up-to-date transcript of records in English with you abroad**
- Bring some passport size photos with you abroad.

On your arrival at the host institution:

- **Visit the international office of the host university** in order to receive instructions and information.
- On arrival fill out the following form <https://goo.gl/forms/rfpfYi5FbLNNZYzZ2> with your contact details abroad.
- Check the availability of the courses agreed with your Erasmus Academic Coordinator and urgently send Luiss Student Mobility any proposals for changes, following the prescribed procedures and attaching the syllabus of the courses concerned.
- Finalize and send the final Learning Agreement to Luiss Student Mobility, after having finalized the Course Recognition Document, if EWP is not available for your institution.
- **Before leaving** the host university to return home **make sure that you are issued an Erasmus certificate**. Check the dates carefully. The certificate cannot contain corrections or deletions.

On your return to Luiss:

- Visit the Luiss Student Mobility to complete the necessary formalities as soon as possible.