

Student Exchange Programs

Fall Semester 2024-2025

Handbook for Erasmus+ and Exchange Students

Luiss Libera Università Internazionale
degli Studi Sociali Guido Carli

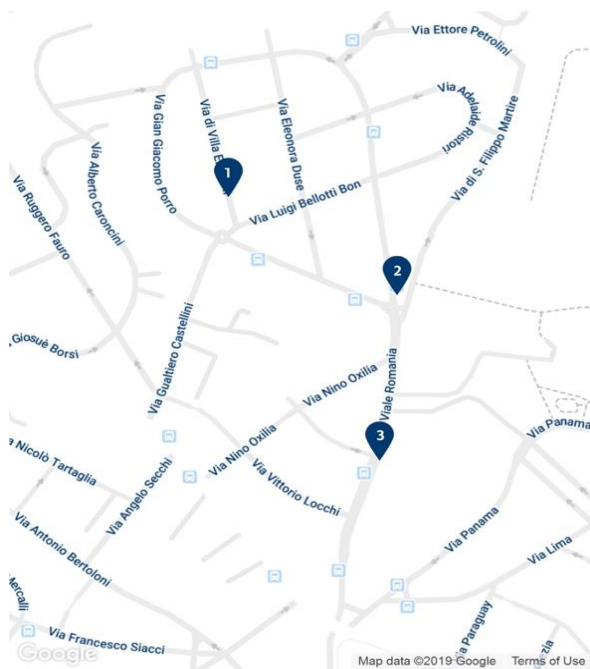


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1. Luiss Campuses



1. Via di Villa Emiliani, 12

2. Via Salvini, 2

3. Viale Romania, 32

- Business and Management, Economics and Finance, Political Science courses (except first-year undergraduate courses)
- Student Mobility

4. Villa Blanc

- Luiss Business School

5. Via di Santa Costanza, 53

- Luiss Library

6. Via Parenzo, 11

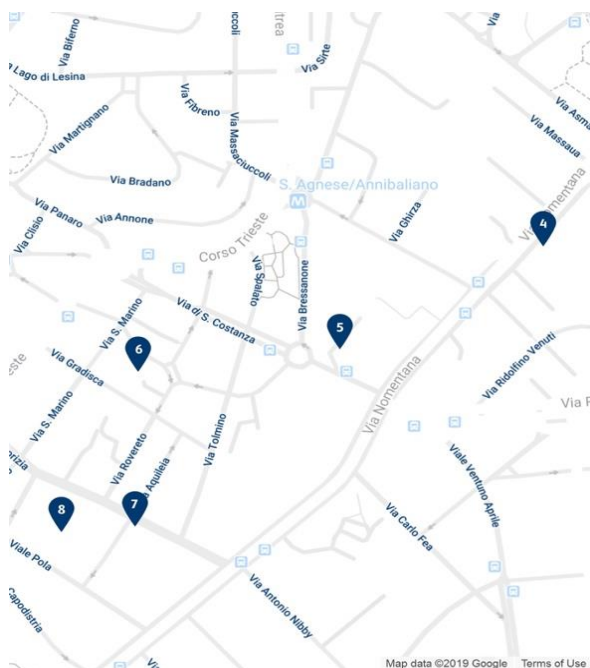
- Law courses and first-year undergraduate Political Science courses

7. Viale Gorizia, 17

8. Viale Pola, 12

- Law courses and first-year undergraduate Political Science courses
- One-year Master programs
- School of Journalism
- School for Legal Professions

You can take a Virtual Guided Tour [here!](#)



2. The Student Mobility Office

The Student Mobility office is in Viale Romania 32 - 00197 Rome.

Contacts

General e-mail address:
in_erasmusexchange@luiss.it

General phone number:
+39 06 85 22 56 42

Annamaria Ricciardi
Head of Student Mobility Office
Erasmus Institutional Coordinator

Simone Paratore
Deputy Head
Exchange Agreements & Partnerships

Roberta Limone
Incoming Students Coordinator
T: +39-06-85225.778

Pierangelo Milano
Outgoing & Incoming Students Officer
T: +39-06-85225.389

Anna Liguori
Olga Molyakova
Administrative Officers

Stefania Ruccia
Marina Riccardi
Outgoing Students Officers

Opening hours and days

Monday - Friday: 10 am - 12 pm

Tuesday and Thursday: 10 am - 12 pm / 15 pm - 16 pm

Webpage for incoming Erasmus and exchange students:

<https://www.luiss.edu/international-programs/study-abroad/erasmus-bilateral-exchanges>

3. Academic Calendar

First Semester – Fall

Mandatory orientation date	5 September 2024
Classes Begin	9 September 2024
Classes end	30 November 2024 (12 weeks of classes)
Main examination period (one examination date for all first semester courses)	From 2 December to 21 December 2024
Second examination period – all courses	From 7 January to 1 February 2025
– only for Enquiry based courses	From 7 January to 18 January 2025
Christmas Holidays from 22 December 2024 to 6 January 2025	

Second Semester – Spring

Mandatory orientation date	30 January 2025
Classes Begin	3 February 2025
Classes end	10 May 2025 (14 weeks of classes)
Examination period (one examination date for all second semester courses)	From 6 May to 25 May 2024
Second examination period – all courses	From 26 May to 28 June 2025
– only for Enquiry based courses	From 26 May to 9 June 2025
Easter Holidays from 17 to 22 April 2025	
Retake session for Enquiry-based courses (first semester courses)	From 12 May to 9 June 2025
Retake session for Enquiry-based courses (first and second semester courses)	From 27 August to 6 September 2025

NB At least two exam opportunities per semester will be offered for all courses except for Fully Enquiry-Based courses. For these courses only one of the available dates among those offered can be chosen.

The dates indicated are for the whole duration of the academic semesters. Students may finish their exams sooner, and the date of the final exam will be used to sign attendance certificates.

4. Academics at Luiss

Attendance to courses is compulsory, there is some flexibility towards absences determined individually by each professor. Classes are usually taught two or three times per week; all class hours must be attended and therefore clashes must be avoided. It is not possible to be non-attending students.

Enquiry-based and Research-based Teaching and Learning

All Master's Degree Programs adopt the "Fully Enquiry-Based" model characterized by a close synergy between academic research and education, the implementation of active teaching methodologies and consistent assessment methods, and the provision of integrative activities aimed at fostering the development and strengthening of the skills that are necessary for the students' professional growth.

Over the course of their two years at Luiss, students acquire the skills that make them **problem framers** and **problem solvers**. In particular, by virtue of courses in research methodology, and by conducting research and/or applied projects, students learn to formulate appropriate questions, critically review existing knowledge about phenomena of interest, collect, analyze and interpret data, and present, both in written and oral form, the results of their work.

All master's degree programs are adopting this new system. Law master courses are not included.

Continuous Assessment

In consideration of the need to avoid possible overlaps and work overload for students, all courses include an assessment that takes place on a continuous and widespread basis throughout the semester, namely continuous assessment.

Continuous assessment includes different types of assessment tasks, both individual and group-based, which can be conducted in class or as take-home assignments, depending on the choices of the professor and the nature of the different disciplines.

Examples of assessment tasks that may form part of continuous assessment include individual tests, presentations, written reports, either completed individually or as a result of group work.

In each course, the outcomes achieved in the assessment tasks carried out during the semester must have a total weight of at least 70% of the overall final grade (50% for Corporate Finance and Economics and Finance courses). In addition, the assessment of students' acquired knowledge is completed with a final examination, whose outcome has a weight of no more than 30% of the overall grade obtained in each course (50% for Corporate Finance and Economics and Finance courses).

5. Italian Language Courses

Luiss University offers **Italian language courses** free of charge to Erasmus+ and exchange students in both semesters. The courses consist of three hours per week in each semester. The students that meet the attendance and participation requirements will receive a certificate worth **3 ECTS credits**. **Students can register for the course by showing up to the first meeting for enrolment indicated below**. Further information will be given during the first day of class by Prof. Concetta Amato.

First Meeting for Enrolment

18 September at 17.00 – Classroom: Room 200 (Aula Chiesa)

Class and schedule information are provided separately. Please contact prof. Amato directly by email (amatoluisserasmus@gmail.com) in case you are unable to attend the first meeting.

<https://www.luiss.edu/students/erasmus-and-exchange-students/italian-language-courses>



6. Digital Learning

Web Self-Service: Your Personal Page

Web Self-Service is a fundamental tool for finding information, monitoring your university career and administrative status, booking exams, checking your exam list, designing your study plan and accessing self-certification forms.

Luiss Learn

Please log into the system **at your earliest convenience** for your account to be activated.

Luiss Learn is the e-learning platform that will be with you throughout your university career. It is where you will find all your **course materials and the ability to reserve laboratories and activities**. It is also how you can get in contact with your tutor.

Once in the platform, you can click on the **“My Home”** button at the top to see all the courses that you are enrolled in.

Clicking on **“Course/Courses”** will open a list of all the sections where you can find, for example, pre-courses, Academic Gym activities, Luiss Loft courses or the digital skills section.

For more information and support on the use of the platform, please contact elarning@luiss.it

Accessing Luiss Spaces and Services

Study rooms of the Viale Romania, Viale Pola, and Via Parenzo Campuses are open 24 hours a day seven days a week. The library is open from Monday to Friday between 9.00am and 9.00pm.

Consult the Lesson Timetable

To consult the lesson **timetable**, you can go to [this page](#) where it is possible to search the schedule by degree program, teacher or course.

To see the **group** for in-person lessons, you can click on “Visualizza Gruppo di Appartenenza” at the top of the aforementioned page and you will be taken to the dedicated section.

Logging in with your university credentials, you will see a list of all the courses and the relative group.

Attendance Management

During a lesson, a teacher might ask students to **confirm their attendance**. You will be informed how to do so by each professor.

7. Your Study Plan

A few months before the start of your mobility you have received instructions by email on how to submit your study plan through the Web Self-Service.

Should you have timetable clashes or other serious necessities you will be allowed to make the necessary changes during the first week of classes.

If you are staying for the full academic year, you will be required to submit a study plan for each semester.



8. Learning Agreement and Erasmus+ Documents

Learning Agreements

In compliance with the latest developments of the Erasmus+ program, you are going to have to submit your Learning Agreement through the EWP (Erasmus Without Paper) system. Please refer to your Home Institution's guidelines regarding the procedure they require, because each Institution may use either an in-house software, a third-party one, or the centralized OLA platform.

We will gladly sign your Learning Agreement at our end regardless of the system used.

Please note that in case of changes to your original study plan you will need to submit the Learning Agreement again to request the approval of each party.

Please wait until the end of the enrolment phase before submitting your final Learning Agreement for approval.

Certificate of Stay / Attendance

If you need your certificate of stay signed by Luiss, please contact the Student Mobility Office. You can send the document via email to in_erasmusexchange@luiss.it or visit the office in person during opening hours.

The dates indicated in the Academic Calendar are for the whole duration of the academic semesters. Students may finish their exams sooner, and the date of the final exam will be used to sign attendance certificates.

Please note that certificates in which the stated start dates are before the official mandatory arrival date cannot and will not be signed. Certificates in which the stated end dates are more than 3 days after the last exam taken at Luiss (and in no case after the end of the semester) cannot and will not be signed.

9. Luiss App

Your badge is on your smartphone! Please download the Luiss app if you have not done so already. You will need it to access the campus premises by showing your virtual badge at the entrance and scanning the QR code generated by the app through the kiosks at the entry points.

Additionally, with the app you can easily find all the important information about Luiss and all the services offered to local and Exchange students.

What can you do with the Luiss app?

- **Badge:** you can show your **Luiss Card** to access the university, to sit your exams and to benefit from discounts open to students.
- **Book meetings and spaces.**
- **Explore:** take a virtual tour of our campuses.
- **News and events:** keep yourself updated by checking latest news and notices of Luiss university.
- **Academic info:** check the **timetable of all your lessons**, the availability of **studying rooms**, the **exams** you have passed and the ones you still need to sit.
- **Library:** you can easily handle the book you borrowed, search the books you are looking for and save the list of the books you are interested in.
- **Services:** you can search and offer a ride with Luiss Carpooling and you can check the **canteen menu**.
- **Network:** discover the Luiss ecosystem, Luiss TV, Luiss Radio, Luiss Store, etc.

To download the app, type Luiss in the search bar in the Store of your Android or Apple smartphone! Once downloaded, please use your Luiss account to access.

10. Exams

At least two exam opportunities will be offered for all courses. You can take the exam on both available dates for the course you are enrolled in, **except** for Fully Enquiry-Based courses. For these courses only one of the available dates among those offered can be chosen

When a course is held by more than one professor, students can register for the examination **only with the professor they chose upon enrolment.**

The final exam consists of different possible examination procedures and registration of grades:

1. **Written exam followed by a final oral exam:** in case of a written exam followed by a final oral exam, you will receive an email to your Luiss account informing you that the score for your written exam is available on your Web Self Service and after the oral exam you will finalize the exam score. If you wish to reject the grade, you need to arrange this with the professors immediately after they tell you the grade. Always register for the oral when you have the possibility and don't forget to sit it.
2. **Oral exam:** in case of oral exams, the finalization procedure will be fulfilled after the exam by the professor. If you wish to reject the grade, you need to arrange this with the professors immediately after they tell you the grade.
3. **Written exam:** in case of written exams, you will receive an email to your Luiss account and you will have three days from the moment the professor publishes your grade to check your score in your Web Self Service; if you wish to do so, you may reject your grade. Professors and students may agree on how to check the student exam sheet during the three days available from the publication of the score. After three days, should the student not reject the grade, it will be finalized in the student's record.

All communication will take place through your Luiss e-mail account.

Exams can only be taken on the official dates published on the website. If the student fails an exam or is not happy with the grade, the exam can be repeated at another **appello** which will be decided by the professor. It is not always possible to repeat the exam at the next **appello**. Professors may refuse to give exams to students that do not meet the attendance requirement for their course. Not all courses have a second **appello**.

Exchange students must take the exams in the same conditions as regular students and are **not** authorized to organize them individually with their professors.

Proctored exams are not allowed in any case. **Exams can be taken only in person.**

We suggest not to plan the departure sooner than the end of the examination session since exam dates may occasionally change or be prepared to come back for such exceptional circumstances.

Please remember to always register and show up at the oral exam if there is one, it is necessary for your grade to be registered, even if the professor says he/she does not need to ask you any questions.

Individual courses are graded on a scale of 18-30/30. Exceptional students may be awarded 30 cum laude (30 e lode). The minimum passing grade is 18/30.

Grades below 18 are fails and cannot be registered.

Fully Enquiry-based Exams:

In addition to the continuous assessment tests scheduled during the semester, the overall evaluation of students in each course is completed with a final exam, which can be written and/or oral, as preferred by each professor. Students can take the final exam only in one of the two dates scheduled in the examination session planned immediately after the end of the semester in which the course of interest is offered.

Specifically, Web Self Service allows students to register for **only one of the two examination dates** scheduled in the exam session planned immediately after the end of the semester in which the course is offered. In fact, within a specific exam session, students can only sit one examination date for the course offered in the semester of reference. Students can register for the **second date** only if the professor, in a timely manner (at least 6 days before the following examination, given that registration closes 5 days before), has recorded and documented **the result as "absent"** through the official Esse3 platform in the student's academic record. On the contrary, a student who does not obtain a sufficient grade or withdraws from the exam on the first examination date cannot register for the second date and cannot be added to the list of registered students and/or sit for the exam on the second date.

Students who **do not obtain a sufficient grade or are not satisfied with the overall grade obtained upon taking the final exam** (i.e., in one of the two scheduled examination dates planned immediately after the end of the semester or in the first retake session available for the course of interest) **can take the final exam in the retake session**, related to the course of interest, exclusively as non-attendants, thus being **assessed with only one test that weighs 100% of the final grade**.

The final exam must be duly taken in front of the examination committee, in person, and should have a minimum weight at the discretion of the professor and a **maximum weight not exceeding 30% of the final overall grade**. It should be noted that 30% refers to the (maximum) weight that the exam grade can have on the overall evaluation and not to the part of the program on which the exam focuses, which depends instead on the professor's choices and on the nature of the different disciplines.

It is recommended that students take the final examination on the first date scheduled in the session immediately following the end of the semester in which the course of interest is offered. In this way, students can optimize their efforts and the learning they have achieved throughout the semester thanks to continuous assessment.

11. Registration for Exams

Exchange students must register through the Web Self-Service for the examination dates (*appelli*) of the courses they enrolled in at the beginning of the semester.

How to Register for Exams

1. Go to www.luiss.it and select 'Web Services' from the bottom navigation pane.
2. Log into your Web Self-Service account by entering your **ID** and **Password**. Please note that these are not your Luiss e-mail credentials.
3. Select **Available examination dates** in the **home** section, on the menu on the right.
4. The **Available examination dates for courses in your academic record booklet** page will show; choose the examination date (*appello*) on which you would like to sit the exam.
5. In order to register for the exams, you must also fill out a questionnaire in your personal web self service area.
6. Click on the booklet image, left of the selected examination date.
7. Make sure that the information provided is correct and select **Register for the examination date** in the top right hand of the page.
8. Here you can see the **Registration confirmed** status.
9. You have successfully registered for your exam!
10. Students must book their exams **within five days** from the date of the exam.
11. For exams that are both written and oral, **both the written and oral exams must be reserved** (even if they occur on the same day). Please remember to always register and show up at the oral exam if there is one, it is necessary for your grade to be registered.

Examination dates will be published on the area "Exams dates" of the department website about one month prior to the beginning of the examination session. Students should make their travel arrangements according to examination periods. We advise students not to book the flights until they have checked the dates of the exams. Please note that, although unlikely, examination dates may change. We strongly recommend allowing a few days after official examination dates to make up for such circumstances. **To take an exam, students must bring their ID Card.**

Transcript of Records

The transcription of records will be sent by email to the Partner Institutions about one month after the end of the examination periods of each semester. Exceptions cannot be made. Luiss University is now embracing an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it. Students who have outstanding payments for Luiss residence installments will not receive their transcripts until their full balance is settled.

12. Rules, Safety, Appeal

Rules and Regulations

As an exchange student at Luiss, you are entitled to certain rights and subject to certain duties. You can find all the relevant documents at [this page](#), on which we kindly ask you to please pay attention to these specific documents:

- Code of Ethics
- General University Regulations
- University Academic Regulations
- Code of Conduct for Luiss Guido Carli students

Safety and Access

Access to Luiss campuses is only allowed to students and authorized staff. Though, first-degree relatives are allowed to visit the campus; in order to grant them access, students must send an e-mail to in_erasmusexchange@luiss.it indicating: the campus they want to visit, the day and time of the visit, names of the relatives.

Security is on duty 24/7 and monitors all entrants to ensure the safety of everyone in the premises.

Appeal Procedure

Help us improve our university by sending us a suggestion or notification regarding academics, services, campus life, or whatever is on your mind. Your comments will be sent to the appropriate office or student representative, and you will receive a response as soon as possible. Find the form to notify us [here](#).

13. Campus Life

University Canteen

The **University Canteen** is open in the following working days and times:

Opening hours - Viale Romania

Monday - Friday	12.00 - 14.30 19.00 - 21.00
Saturdays	12.00 - 14.00

Opening hours - Viale Pola

Monday - Friday	12.00 - 14.30
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Several menus include functional meals based on **healthy food** and gourmet dishes, as well as islands dedicated to Italian, international, vegetarian and gluten-free recipes.

Name of the menu	Composition	Single price	Promotional price buying 10 meals upfront
Full menu	First course + Second course + Side course + Fruit / Dessert + Bread + Drink	8,00	7,50
Half menu	First or Second course + Side course + Fruit / Dessert + Bread + Drink	6,70	6,00
Single course menu	Single course + Fruit / Dessert + Bread + Drink	7,00	6,70
Vegetarian menu	Salad + Fruit / Dessert + Bread + Drink	5,00	4,50

<https://www.luiss.edu/students/canteen>

Medical Service

The new **Luiss Wellbeing Hub** is available at the **Borghetto** in the **Viale Romania campus** to all Luiss students – including exchange students.

The Hub, coordinated by Professor Maurizio Evangelista, will offer general consultation services as well as national-level specialists in the areas with the greatest bio-psycho-social impact, with particular attention paid to the awareness and prevention of the main chronic conditions, including Long Covid syndrome. Click [here](#) to find out more.

Photocopies

The opening hours of the Centro Servizi (Viale Pola) is 8.30 a.m. – 5.30 p.m. Students can buy prepaid cards that cost 5€ and grant 142 copies. This center can also assist students with scanning documents.

Cultural events and entertainment

Life on campus boosts an array of cultural initiatives in various artistic fields, from cinema to theater, literature and music. Theatre workshop: theatre school with the preparation of a show at the end of the course. Luiss choir: a training course focusing on musical development and open to all students. Creative writing workshop, painting workshops.

For information, please refer to the following links:

<https://www.luiss.it/studenti/convenzioni>

<https://www.luiss.edu/students/cultural-activities>

<https://www.luiss.edu/all-events>

Remember to check your Luiss email and the Luiss website from time to time.

ESN Roma Luiss

ESN (Erasmus Student Network) is a student association that supports exchange students before, during and after their study abroad period. They organize a wide range of activities such as mentor / buddy / tutor system, orientation / welcome week, language exchange projects, cultural and social activities, trips, and events.

Contacts

E-mail: board@esnromaluiss.net

Web: www.esnromaluiss.it

Facebook: www.facebook.com/esnromaluiss

Sports office

Luiss Sports offers students the possibility to join **teams** and to play several kinds of **activities** such as:

- Basketball
- Soccer
- Rowing
- Volleyball
- Rugby
- Swimming

- Skiing
- Athletics
- Cycling
- Horseback riding
- Tennis

Contacts

Website: <http://sport.luiss.it/en/>

Phone: +390685225062

E-mail: sport@luiss.it

Location: Via Tommaso Salvini 2

Luiss has some sport deals, please check: <http://sport.luiss.it/convenzioni>

or <https://www.luiss.it/studenti/convenzioni/urban-sports-club>, you can get a 20% discount on Medium, Large ed Extra Large gym membership.

Shuttle service

Luiss offers a completely ecological Shuttle Service for students, professors and staff.

The shuttles allow members of the Luiss community to travel between the University's campuses in Rome in a sustainable and technological way, thanks to the Luiss App-based reservation system.

To prevent lines and waiting times, users must book their ride and obtain a QR code at least five minutes before boarding the shuttle through the Luiss App.

The service is available Monday through Saturday, with signs on the Viale Romania and Via Parenzo campuses to update users on shuttle locations in real time. There is a shuttle bus every 15 minutes.

It takes five minutes to walk from via Parenzo campus to viale Pola campus.

Additional information

Please note that Luiss Career Service's opportunities are not open to Erasmus and exchange students.

14. Library

With all new spaces renovated to house a new vision, the Luiss Library is specialized in social sciences, especially in Law, Economics and Political Science. The library is also responsible for collecting and sharing the results of the University's research community.

Opening hours

Monday – Friday	8.00 a.m. – 9.00 p.m.
Saturday	8.00 a.m. – 2.00 p.m.

Library strengths

- Over 1.200 m² open to the public
- Open shelves allow full access to the library's complete collection of documents
- Innovative technology
- Sustainable energy use

Library spaces

- The Economics, Law, and Political Science Rooms: our latest purchases, reference works and subject specific databases
- Periodical Room: over 19.000 years of 560 journals, organized alphabetically
- Monographs Room: 20.000 titles, organized by discipline
- Informal reading area: newspapers, book sharing and the library's Art, Architecture and Design Collection
- Breakout Room: a space available by reservation for group work and meetings

Innovation

Following an extensive renovation, the library now has **24 PC Workstation and 15 Tablets**. The library also offers 3 Self-check Stations and, in line with the university's sustainability objectives, **11 Scanners available** in place of photocopiers and printers.

Thanks to the adoption of ALMA, International avantgarde management software, the library has also updated research tools: now through Summon discovery, you can retrieve all the library's print and electronic holdings.

The library on the web: Biblioteca.luiss.it/en

Contacts: biblioteca@luiss.it | +39 0685225600

Location: Via di S. Costanza, 53

15. Sustainability

Sustainability

Luiss is among the top 20 universities in the world in terms of sustainability.

We dream of a future in which sustainability is part of everyday life at Luiss and one of the first criteria used to shape the decisions of our entire community. Together, as students, staff, faculty and partners, we're working to create a world that is more environmentally, socially and economically sustainable.

Working together to develop a culture of sustainability.

Luiss takes full responsibility in its role as a body of higher education to cultivate a sense of sustainability on campus that becomes a motor of change towards more sustainable and inclusive development. Going beyond academics, Luiss sends graduates back into the world that are aware, respectful, kind and understanding of the value of diversity.

At Luiss, sustainability is an integral part of every choice we make, both on campus and beyond. As a university, we have created educational and organizational models that put sustainability at the center of our community's daily life. Luiss also works for and alongside the surrounding territory to continue in our mission to be a catalyst of new initiatives and a cradle for solutions to concrete social needs.

Learn more [here](#).

16. Tutoring

The [Tutoring service](#) is designed to guide, accompany, and inspire students throughout their college careers. It does this through three main services, personalized to the student's own background, studies and ambitions. These are: **University Tutoring – Academic Tutoring – Inclusiveness Tutoring Service *It's U!***

Today's competitive global workplace demands not only academic excellence. Students must be able to demonstrate their personal growth through experiences in other areas of their lives as well. Tutors work hand-in-hand with students to help them build a successful college career, optimizing their own interests and potential to become well-rounded job candidates' post-graduation.

Discover how you can benefit from the services by visiting the dedicated [webpage](#) on the Luiss website.

Buddy Program

Buddies are Luiss students offering support to our youngest students at the start of their academic career, with the aim of helping them to adapt to university life and to the city of Rome.

Buddies help students to embrace the transition from being high school students to becoming members of our university community.

Please find further information about this service at [this webpage](#).

17. Counseling Service

Luiss Ti Ascolta (Luiss listens to you) is a free psychological counseling service for students.

Challenging and confusing times can happen.

To support you to get through and overcome tough times, you can ask help from **Luiss Ti Ascolta**, the psychological counseling desk dedicated to **students and recent graduates**.

A team of professionals is ready to **listen to you** in respect of your **privacy**.

The service is available on the **Viale Pola Campus**. For those who are unable to travel to campus, we offer the virtual counseling via Skype.

To book an appointment, send an email to luisstiascolta@luiss.it or call M +39 340 51 35 054.

Opening hours are on the following days/times:

Monday, 12:00 pm to 2:00 pm

Tuesday, 7:00 pm to 9:00 pm

Thursday, 2:00-4:00 pm

Should you call outside of opening hours, please share your contact details using the answering machine, and we will call you back.

Feel free to contact the service during opening hours.

18. IT Services

Students can use their Luiss Account to access the following services:

- **Cloud Office365 Services**, including Outlook, OneDrive, and Skype for Business
- **Wi-Fi Network LuissWPA**
- **Federate Wi-Fi Eduroam**
- **Windows PC** in classrooms equipped with PCs
- **Luiss Intranet**
- **Luiss Library remote access**
- **Luiss App**
- **Luiss Learn**

Instructions on how to create the Luiss account were sent by email before your departure.

Wi-Fi

Students who would like to access the **wireless network** must have a Luiss account (the same one used to access the PCs in the computer rooms and the emails). To connect simply select either the **Luiss** or **LuissWpa** wireless network. The two wireless networks (Luiss and LuissWpa) function the same way. The one difference is that the Luiss Wpa network allows you to save your username and password.

<http://www.luiss.edu/it-services/wi-fi-connections>

19. Administrative Formalities

Permit of Stay for Non-Schengen Students

All the forms for the permit of stay are in Italian, so we strongly advise you to come to the orientation meetings we will hold to help you with the procedure. Please remember to collect the Yellow Kit at a post office before the meeting.

We will be meeting on Friday 6 September 2024, at 11 p.m. in room Polivalente.

For all students from non-Schengen countries, it is compulsory to hold a permit of stay to study in Italy. The Request for the permit of stay must be made within 8 working days after your arrival in Italy. The Permit of stay is issued by the Police Headquarters (Italian: “**Questura**”) in Rome and entitles you to temporarily live in Italy. In order to apply for a permit of stay you will need to provide and hand in the following information to a Post office (we recommend the one in Piazza Bologna, 39):

Step 1: Post Office Application

Submit a copy of the following required documents at the post office (do not submit original documents):

- **Yellow Kit – Application form**, make sure to complete Modulo 1 (Form 1) included in the yellow-striped envelope application/kit for NON-EU citizens to be collected at any Post Office (Look for the “sportello amico”).
- **Photocopy of the official Luiss acceptance letter** (better if sealed by the Italian Consulate during the visa application process).
- **Photocopy of Financial Statement** document certifying adequate financial resources (approximately €5.985 per year)
- **Italian duty stamp** (Marca da Bollo) of **€16,00**. It can be purchased at any Tabacchi shop and it needs to be glued on Form 1 of the permit of stay application Photocopy of your passport personal data page + student Visa page only (you must show the original document when submitting the application at the Post Office).
- **Receipt of payment of €70,46** paid at the Post Office for the Permit of Stay. You will have to fill in the payment slip, included in the Post Office Kit, by indicating this amount in euros.
- **Application Fee: €30,00** to be paid at the Post Office when submitting the application

After submitting these documents at the Post Office, the applicant will receive the 2 following documents:

1. A **ricevuta** (mod.22A, certified letter receipt) with the user ID and password needed to monitor the status of the permit of stay application at <http://www.portaleimmigrazione.it/> (click on **Area Riservata Stranieri** on the bottom right of the page)
2. A letter* with the date and time of the appointment at the Police Station to have photos and fingerprints taken. Students are required to go to the Immigration office on the date and time specified on the postal receipt.

*If this letter is not given to the applicant at the Post Office it will be sent later on as certified mail, called **raccomandata**, to the applicant's address in Italy. In case you don't receive the letter by mail, please monitor your permit of stay application status at <http://questure.poliziadistato.it/stranieri/?mime=1> or at <http://www.portaleimmigrazione.it/>. You can access these websites by using your user ID and password found on your receipt (ricevuta).

Step 2: Appointment at the Immigration Office (Questura-Ufficio Immigrazione)

On the day of the appointment with the Police Station you will need to bring with you:

- **Passport** or another equivalent document
- **Official Luiss acceptance letter** (better if sealed by the Italian Consulate where the entry visa was issued)
- **2 identical passport-size photos**
- Insurance policy: it must cover against the risk of illness and injury throughout the country, and for the entire period of validity of the Visa/permit of stay
- **Financial Statement**: document certifying adequate financial resources (approximately €5.985 per year)
- **Copy of the Accommodation Contract** (mandatory when you show up at the Police Station).
- **Post office receipt + receipt of payment** of €70,46 paid at the Post Office for the permit of stay

It generally takes 2-3 months in order to receive the Permit of Stay, however you will be called by the Questura to collect your document. You can check online if your electronic resident permit is ready by consulting the dedicated section (accessible using the "insured letter number" in your possession) at the page <http://questure.poliziadistato.it/stranieri/>.

Registration for EU Students

For periods of stay longer than three months, students need to register at the municipality.

You can find out which Roman municipality you belong to in two ways:

1. By calling 06/0606 to know (you just need to communicate the address of your accommodation in Rome).
2. By navigating to the <http://www.urbanistica.comune.roma.it/mappa-municipi> website (you can also scan this QR-Code to open the page), and entering your exact address in the search field.



The **request form** for the registration must be presented to the registry office of the municipality competent for the area (**contacts** can be found [here](#)) in person, by certified e-mail or ordinary e-mail, attaching a photocopy of the declarant's identification document and by registered letter attaching a photocopy of the declarant's identification document.

The following documents are also required:

- Personal ID (or Equivalent)
- Acceptance letter
- Comprehensive private health insurance policy or European Health Insurance Card (EHIC)
- Proof of sufficient funding to pursue a full course of study, also through a self-statement.

All relevant information is available on the [official website of the city of Rome](#).

Italian Tax Code Number

The tax code generated automatically by the Web Self Service when you applied to **Luiss is an unofficial**, internal only code that is required by the system to create your account.

To open a bank account, to make special purchases, to sign a rental contract, etc., exchange students must obtain an official Italian tax code number.

Students may obtain it at the Italian embassy/consulate abroad before their arrival: you can contact them directly for details.

How to apply for one when in Rome

Visit the [form page of the Agenzia delle Entrate](#) (Italian Revenue Service). In this page you can find the form you need to fill out and an instruction sheet on how to do it, both also available in other languages.

Download and fill up the form, then go to the Agenzia delle Entrate (there are several in Rome, please check on the maps the closest to you) along with your ID card (EU/Schengen nationals) or passport (all other nationals) It is best to book an appointment before going there, [online](#) or by phone: 800.90.96.96 or 06.96668907

Please find a [detailed guide here](#).

20. Language and Customs

Welcome to Italy and Luiss University!

As you embark on your exchange journey at Luiss University, it is essential to familiarise yourself with the cultural nuances and linguistic aspects of Italy. This guide will help you navigate the vibrant and diverse Italian culture and understand the customs specific to Italian university life.

Italian Language Basics

1. Language of Instruction:

At Luiss University, many courses are offered in English, but knowing some basic Italian will significantly enhance your experience both academically and socially. You may consider enrolling in the language courses offered at Luiss to improve your Italian.

2. Key Italian Phrases:

- **Hello/Goodbye:** Ciao (informal), Buongiorno/Buonasera (formal)
- **Please/Thank you:** Per favore/Grazie
- **Excuse me:** Scusa (informal), Mi scusi (formal)
- **Yes/No:** Sì/No
- **Do you speak English?:** Parli inglese?
- **How much does this cost?:** Quanto costa?
- **Where is...?:** Dove si trova...?

3. Understanding Gestures:

Italians use hand gestures extensively. These can range from a simple wave to elaborate motions expressing everything from joy to frustration. Observing and learning these can be fun and useful. Common gestures include the “pinched fingers” gesture, indicating a question or disbelief, and the “chin flick,” a gesture of dismissal.

Italian Customs and Etiquette

1. Social Interactions:

- Italians are known for their warmth and expressiveness. Greetings often involve a kiss on each cheek, especially in social settings.
- Punctuality is flexible in social situations but being on time for academic and professional appointments is important.

- Titles are valued in Italy. Use “Dottore” (for a person with a degree), “Professore” (for teachers and professors), or “Ingegnere” (for engineers) as a sign of respect.

2. Dining Etiquette:

- Meals are an important part of Italian culture. Lunch and dinner are typically leisurely, multi-course affairs.
- It is common to say “Buon appetito!” before starting a meal. Keep both hands visible on the table while eating and use utensils for most foods.
- Tipping is appreciated but not mandatory. A service charge is often included in the bill.

3. University Life:

- The Italian academic year is divided into two semesters: from September to January and from February to July.
- Lectures can be more formal compared to other countries, with a strong emphasis on theory.
- Professors often expect a high level of respect and formality.
- Exams are often oral, and you may need to demonstrate a deep understanding of the subject matter rather than just memorize facts.

Cultural Highlights

1. Art and Architecture:

- Italy is a treasure trove of art and history. Visit local museums, galleries, and historic sites to immerse yourself in the cultural heritage.
- Rome is home to iconic landmarks like the Colosseum, the Vatican, and countless Renaissance and Baroque masterpieces.

2. Festivals and Traditions:

- Italians celebrate numerous festivals throughout the year. Look out for events like Carnevale (before Lent), La Festa della Repubblica (June 2), and various local saints’ days.
- Participating in these events offers a glimpse into the rich tapestry of Italian traditions.

3. Daily Life:

- Italians value their “pausa” (break), especially the “passeggiata” (evening stroll), which is a time to relax and socialise.
- Coffee culture is vital. Italians typically drink espresso throughout the day. Remember, cappuccinos are usually enjoyed only in the morning.

Practical Tips for Exchange Students

1. Communication and Networking:

- Building relationships is key in Italy. Take the time to get to know your peers and professors.
- Join student groups or activities to meet new people and expand your network.

2. Living in Rome:

- Rome is a bustling city with a unique blend of ancient history and modern vibrancy. Be prepared for lively street scenes and a rich tapestry of local life.
- Public transport is widely used, but Rome's traffic can be intense. Consider walking or using a scooter for shorter distances.
- **Traffic and Shared Transportation:** Roman traffic can be chaotic, with drivers often making sudden moves or ignoring lanes. If you choose to use shared transportation options like scooters or rental cars, exercise extra caution and stay vigilant. Always wear a helmet on a motorbike and be mindful of traffic rules and pedestrians.

3. Legal and Safety Considerations:

- Always carry a form of identification with you.
- Be aware of your surroundings, especially in crowded tourist areas, to avoid pickpocketing.

4. Health and Wellness:

- Register with a local doctor and familiarise yourself with the nearest hospital.
- Take advantage of Luiss's student support services for any academic or personal issues.

Embracing the Italian language and customs will greatly enrich your exchange experience at Luiss University. Take every opportunity to immerse yourself in the culture, engage with locals, and explore the wonders of Italy. Buona fortuna e buon viaggio! (Good luck and have a great journey!)

21. Public Transportation

Rome has an integrated public transport network that includes metro, bus, tram and metro-type rail service. The price of a single ticket, valid for 100 minutes, is € 1.50. Tickets must be bought before boarding the bus and must be validated at the beginning of your journey. Passengers found without the ticket must pay a fine, from € 50 to € 100. It is useful to buy a monthly card (*tessera intera rete*) valid for all busses and the underground, for the solar month, the price is € 35.

For more information about busses and routes check:

www.atac.roma.it

www.tuttocitta.it

Warning

In Rome, like in all big cities, you must be aware of pickpockets that usually operate in crowded places such as buses, subways, clubs, markets, Porta Portese (the Roman flea market) etc. We advise you not to carry too much cash and to keep your documents in an internal pocket. Do not leave your personal belongings or drinks unattended or with strangers at any time. Despite this, the city of Rome is quite safe.

22. Accommodation in Rome

All students who filled out the accommodation form during the online application should have received information on accommodation options through the **Accommodation Office**. For any further doubt, please contact: residenze-collegi@luiss.it

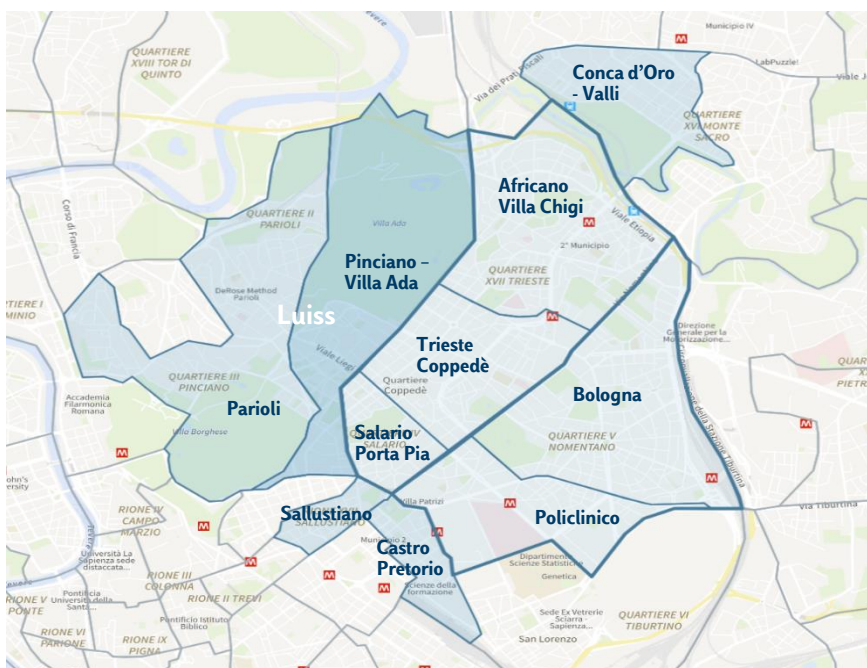
A possible option for accommodation is private residences that offer students different housing solutions. Students must get in touch directly with the residence of interest to check availabilities. Further information and the list of private residences can be found [here](#). Please note that Luiss residences' availability is very limited.

Another option is **CasaLuiss** agency that helps Luiss students in finding private apartments or rooms to be shared together with other students or friends. **HousingAnywhere** has a link dedicated to Luiss students.

Additional accommodation options can be found these external providers: **Idealista**, **Spotahome** (Luiss promocode: LUISS30), **Uniplaces** (Luiss promocode: LUISS50), **Airbnb**.

All external providers and Facebook groups are useful but not accredited and affiliated to Luiss, they are run by privates. The suggestion is to go and check the apartment in person before taking on economic obligations.

These are some recommended areas where you can find an accommodation:



Luiss
Student Mobility

Luiss
Student Mobility

Viale Romania, 32
00197 Roma
T +(39) 06 85225 642
in_erasmusexchange@luiss.it

www.luiss.edu/students/erasmus-and-exchange-students