



## Call for Applications Mobility a. y. 2025/2026: Structured Exchange with Economics School of Louvain (SP ESL)

This call is open to Luiss students enrolled in the 2<sup>nd</sup> year of the Bachelor's Degree in Economics and Business during the academic year 2024/2025, willing to enroll in the Economics track at Luiss.

<b>Program</b>	<b>Destination</b>	<b>Available Slots</b>
<a href="#"><u>Structured Exchange with Economics School of Louvain</u></a>	Louvain, Belgium	2

**Applications can be submitted from 8 January until 24 January 2025 by 5:00pm**

Deadline to apply	24 January 2025 by 5:00 PM
Selection Results	By 21 February 2025
Confirmation of participation	Within one working day

### 1. General Rules

Selected students will attend two semesters at the Economics School of Louvain, of the Université Catholique de Louvain (hereinafter referred to as ESL) during the 3<sup>rd</sup> year of the Bachelor's Degree in Economics and Business, in the a. y. 2025/2026. Selected students will be registered at Luiss during their stay at ESL. They will not be required to pay additional tuition fees at ESL, but they will continue paying fees to Luiss.

All expenses related to the participation in the program, notably transport, accommodation and food, administrative expenses, costs associated with securing a visa, medical/health/accident insurance, books and personal expenses, will be borne by students. Furthermore, students must comply with all the regulations of the host university during their study period at ESL.

Selected students are required to read and understand the study plan and its rules. These are to be considered binding to the successful completion of the structured exchange. Once selected, students are required to carefully read and sign the document "General Understanding on Mobility for Double Degree, Structured Exchange, and QTEM mobility programs".



Exams passed at the partner university during the mobility period will be transferred to the Luiss career according to the Structured Exchange study plan. It is not possible to request an official renounce of the grades' registration.

Students taking part to this program could receive an Erasmus+ grant, depending on the European Commission annual fund for Erasmus+. Further information will be available in Summer 2025. While every effort will be made to provide students with complete, accurate and timely information, Luiss reserves the right to change, amend, modify, or revoke the aforementioned program. Luiss is not responsible for any cancellation or modification due to events beyond its control. If the program is cancelled or modified for these reasons, Luiss will inform all interested students in a timely manner.

## **2. Compatibility with other International Programs**

### **2.1. Compatibility with the International Student Exchange Program**

Eligible students are allowed to apply to this program and the International Student Exchange program.

Students applying to both Calls who will be selected for the Structured Exchange with ESL must confirm their participation to the Student Exchange within the established deadline as detailed in paragraph "7. Acceptance".

If selected students confirm their participation to the Structured Exchange with ESL, they will be automatically excluded from the selection for the International Student Exchange program and will be removed from the candidates list.

If selected students do not confirm their participation to the Structured Exchange with ESL according to the rules explained in paragraph "Acceptance", they will remain eligible for the International Student Exchange program.

### **2.2. Compatibility with the ENGAGE.EU Program**

The program might be incompatible with some ENGAGE.EU mobility programs. Students interested in both programs are urged to check academic calendars accordingly and ask the ENGAGE office for confirmation.

## **3. Requirements**

Eligible students can apply if by 17<sup>th</sup> February 2025 they comply with the following requirements:



- Weighted average grade equal to or above 26,50/30.
- At least 64 by 17<sup>th</sup> February 2025 and at least 112 by the end of the Summer Exam Session 2024/2025<sup>1</sup>
- English language: no certificate required.

Students will be able to participate only if they are in regular time frame and have no pending administrative issues with Luiss.

## 4. Selection

The Academic Commission, nominated by the Dean of the Undergraduate School, will select students based on a non-disputable evaluation.

Eligible candidates will be ranked after the analysis of their academic performance (credits and weighted average grade, each weighting 60% and 40%). The academic performance will be calculated on the data available to the Student Office by 17th February 2025. Candidates are responsible to check its accuracy in due time.

In case of ex aequo, the motivation letter, the curriculum vitae, the academic background and knowledge of other languages will be considered. The students may be requested to send the relative documentation of experiences declared in the CV.

### 4.1. Privacy Notice

We encourage all applicants to review the Appendix 1, which includes important information about the privacy notice. Understanding these guidelines will help you stay informed about how your data is handled and protected throughout your studies.

## 5. Application procedure

Applications can be submitted from 8 January until 24 January 2025 by 5:00 PM. In order to apply, students must complete the application form and upload the required attachments in the web self-service area of the Luiss website. Only applications accompanied by all documentation and received by the application deadline will be considered.

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<sup>1</sup> The Academic Performance will take into consideration all credits eligible for graduation obtained and registered by 17<sup>th</sup> February 2025. As they are not part of the mandatory curriculum, “additional courses” (*corsi liberi*) cannot be considered during the evaluation.



In case of doubts about the documents to upload or to get further information about the requested documents, students are invited to contact the International Development Office ([international@luiss.it](mailto:international@luiss.it)) before the application deadline.

Furthermore, students that might require compensatory tools or dispensatory measures during the mobility are invited to get in contact with the International Development Office ([international@luiss.it](mailto:international@luiss.it)) before applying to the program, in order to get more information on the special provisions guaranteed in the selected destinations.

## 5.1. Attachments requested in the application

Please note that the Application must be completed through the web self-service. Please note that only PDF documents will be accepted. File formats other than PDF will not be read by the system and, consequently, will not be evaluated. Please also see the Application Instructions published in the program webpage.

All documents must be in English and in PDF

The attachments must be readable, scanned and not photographed, and named as follows: DOCUMENT\_SURNAME\_PROGRAM (e. g.: PASSPORT\_ROSSI\_LOUVAIN).

1. Curriculum Vitae;
2. ID Card or Passport<sup>2</sup>;
3. One motivation letter in English explaining your reasons for pursuing the exchange program. The letter should include:
  - your personal reasons for applying
  - the academic reasons that make you a good fit for the program
  - examples of soft skills that make you a suitable candidate (e.g. real life examples of proactivity, adaptability, problem solving skills);
 The letter should be approx. 500 words;
4. Other certificates that could benefit your application (optional).

## 6. Communication of results

In compliance with current provisions on personal data protection, rankings will not be published. Students will be informed of the result of their own application only. Information such as other

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



candidates' position in the ranking will not be disclosed. Selected students will receive the communication via e-mail by 21 of February 2025 (date may be subject to change) on their Luiss student e-mail account. Thus, students are strongly invited to check their Luiss email account every day while the selections are ongoing.

## 7. Acceptance

Selected students will be required to confirm their acceptance through written notification within one working day from the communication of results.

In case of refusal or missing notification by the deadline, the following candidate in the waiting list will be recalled. Recalled students will be required to confirm their participation by written notice within one working day.

Any refusal submitted after a candidate has accepted the offer for a slot will be forwarded to the Deputy Rector for Teaching and Quality, who, in collaboration with the Dean of the Graduate School and the Director of Academic Affairs, will assess the justification provided. Refusals deemed inadequately justified will be reported to the Graduation Commission.

## 8. Additional points

The participation in this program will provide additional points to the Final Grade of the Bachelor's Degree, according to [Luiss rules](#).

## 9. Useful Contacts

### 9.1. For generic queries

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

### 9.2. For program related queries

<u>Program</u>	<u>Contact person</u>	<u>Email Address</u>	<u>Telephone Number</u>
<a href="#">Structured Exchange with Economics School of Louvain</a>	Manfredi Mineo	<a href="mailto:mmineo@luiss.it">mmineo@luiss.it</a>	+39 06 85225685

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## **Appendix 1 – Privacy Notice**

### **Privacy notice pursuant to art. 13 Reg. 2016/679/EU**

#### **Introduction**

This privacy notice describes the characteristics of the processing undertaken by Luiss in relation to the personal data provided by those who intend to apply for selection procedures for the present Call for Applications and highlights their statutory rights in this regard.

The privacy notice is periodically updated to take account of regulatory developments and new methods of processing personal data.

#### **What personal data do we collect?**

The Controller collects and processes the following personal data:

- identification data (name, surname, passport, photograph);
- contact details (permanent address, current address, e-mail address and telephone number);
- documents (e.g. English language certifications, motivational letter);
- curriculum vitae.

#### **Why do we collect your data and why is their processing lawful?**

The Controller collects and processes the data subject's personal information in pursuit of the following purposes:

- to allow the data subject to send their candidacy and thus participate in the selection for the profile sought (the legal basis of the processing lies in the performance of a task of public interest or connected to the exercise of public authority pursuant to art. 6, par. 1, lett. e) of Reg. 2016/679/EU, and in the pre-contractual and contractual relation between the data subject and the Data Controller);
- to manage, from an administrative point of view, the selection of candidates based on the assessment of the merit and the curriculum of the data subject (the legal legitimacy of the processing lies in the performance of a task of public interest or connected to the exercise of public authority pursuant to art. 6, par. 1, lett. e) of Reg. 2016/679/EU, and in the pre-contractual and contractual relation between the data subject and the Data Controller).

#### **How does the Controller process your personal data and how long is the data stored for?**

The data subject's personal data are processed both on paper and electronically (servers, cloud database, software, etc.).

The Controller stores the data subject's data for a period consistent with what the law prescribes and having regard to the time required to correctly achieve the purposes stated above.

#### **To whom do we communicate your personal data?**



- **internally**

The personal data of data subjects can be accessed solely by the University's employees and other personnel to provide the data subjects with the requested services and limited solely to the data necessary to that end, in particular:

- administrative staff;
- academic staff;
- collaborators.

Our employees and other personnel have been informed and trained regarding the importance of observing the rules and principles governing the processing of personal data.

- **externally**

The Controller shares the personal data of registered students with some suppliers that play a role in providing the services requested and that have been specifically appointed as external Processors to that end. Suppliers that access data do so in compliance with applicable data protection law and the instructions given by the Controller.

The Data Controller does not share the personal data of data subjects to external parties, except in cases where it is required by law or by an Authority:

- if it is necessary on grounds of national security;
- for reasons of general interest;
- on foot of a request made by public authorities.

### **Are your data transferred abroad?**

The data of the interested party are not transferred outside the European Economic Area. In the eventuality that this transfer is necessary the institutes provided for by Title V of the GDPR will be applied.

### **What are your rights as a data subject and how can you exercise them?**

The European Union's General Data Protection Regulation (GDPR) grants data subject specific rights, in particular, regarding access to data, rectification of data, objection to processing of data for commercial purposes or automated processing of data, erasure of data, restrictions on processing of data and portability of data. Data subjects are also entitled to seek redress through the Data Protection Authority.

Any data subjects wishing to exercise their statutory rights may, without formality, send an e-mail to [privacy@luiss.it](mailto:privacy@luiss.it) or write to the Controller Luiss Guido Carli at Viale Pola 12, 00198 Rome, Italy, setting out their request and furnishing the information necessary to identify them.

The contact details of the Data Protection Officer (DPO) can be viewed on the Controller's website at [www.luiss.it](http://www.luiss.it).