



## Call for Applications Mobility a. y. 2025 - 2026: Semester Abroad with Bayes Business School, City University of London

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.

Program	Destination	Available Slots
<a href="#">Semester Abroad with Bayes Business School, City University of London</a>	London, UK	5

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

Application Deadline	24 January 2025 by 5.00 PM
Selection Results	By 21 February 2025
Confirmation of participation	Required within one working day

### 1. General Rules

Selected students will have the possibility to attend courses and take exams at Bayes Business School that will be recognized on the Luiss study plan.

Selected students will spend abroad one semester of their 3<sup>rd</sup> year Bachelor's Degree in Economics and Business during the a. y. 2025/2026 and will be registered at Luiss during their stay at the partner university. Students will be required to pay additional tuition fees to Bayes Business School - City University London and they will continue paying tuition fees to Luiss.

Students must comply with all the regulations of the host university during their study period at City University of London. Exams passed at the partner university during the mobility period will be transferred to the Luiss career according to the agreed study plan. It is not possible to request an official renounce of the grades' registration.

Students will be able to participate only if they have no pending administrative issues with Luiss.

While every effort will be made to provide students with complete, accurate and timely information, Luiss reserves the right to change, amend, modify or revoke the aforementioned program. Luiss is not

responsible for any cancellation or modification due to events beyond its control. If the program is cancelled or modified for these reasons, Luiss will inform all interested students in a timely manner. Please note that due to Brexit and its end of the transition period starting from 1 January 2021, students may have to bear expenses related to student visa and healthcare surcharge as part of the visa application.

## 2. Requirements

Eligible students can apply if they comply with the following requirements by the 17 February 2025:

- at least 64 credits<sup>1</sup> of their study plan;
- weighted average grade equal to or above 26/30;

Eligible students can apply if they comply with the following requirements by the application deadline: Submit one the following English language certificate<sup>2</sup>:

- TOEFL min. 95/120 IBT
- IELTS min. 6.5.

These certificates should not be older than two years from the moment of the mobility (September 2025 or January 2026).

## 3. Compatibility with other International Programs

### 3.1. Compatibility with the International Student Exchange Program

Eligible students are allowed to apply to this program and the International Student Exchange program. Students participating to both Calls who will be selected for the Semester Abroad at Bayes Business School must confirm their participation within one working day after the communication of the International Student Exchange program selection results.

Students participating to both Calls, who will be in waiting list in the International Student Exchange program, will have to choose either to be excluded from the International Student Exchange selection (and therefore lose the possibility to be recalled from the waiting list) or to be excluded from the Semester Abroad at Bayes Business School by the date of the results published by the Student Exchange Office. In order to renounce, students must communicate their decision by sending written notice to the International Development Office ([international@luiss.it](mailto:international@luiss.it)) with copy to the Student Exchange Office ([relint@luiss.it](mailto:relint@luiss.it)) within the established deadline.

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<sup>1</sup> Please note that the academic performance will take into account all credits registered by the end of the Winter exam session 2024-25. Please note that free additional courses are not included in the academic performance.



Students who participated in the Structured Exchange with Utrecht in the a.y. 2024/2025 are not eligible to this Call.

### **3.2. 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.

## **4. Selection**

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

The eligible candidates will be ranked after their average grade. The academic performance will be calculated in 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. Tuition Fees**

Tuition fees for the Semester Abroad at Bayes Business School will be paid directly to City, University of London, in addition to the regular tuition fees paid to Luiss by the usual deadlines as it pertains to the Academic Year 2025/26. The tuition fees at City, University of London are as follows:

- £ 8,960 for the Fall Term 2025
- £ 10,840 for the Spring Term 2026



N.B.: Fees include: welcome and introduction session; academic orientation and ongoing tutoring for many courses; social and cultural activities; courses for a maximum of 60 City credits. The fees do not include the following: transport to or from Italy or any other point of departure to or from City; health insurance; textbooks and teaching materials; housing and other living costs; local transport.

## 6. Application procedure

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

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

### 6.1. Attachments requested in the application

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

#### All documents must be in English and in PDF

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

1. English Language certificate
2. Curriculum Vitae in English
3. Passport
4. One motivation letter in English explaining your reasons for pursuing the 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.
5. Other certificates that could benefit your application (optional).

## 7. Communication of results

In compliance with current provisions on personal data protection, rankings will not be published. Students will be informed of the result of their own application only. Information such as other candidates' position in the ranking will not be disclosed. Selected students will receive the communication via e-mail by 21 February 2024 on their Luiss student e-mail account (date may be subject to change). Thus, students are strongly invited to check their Luiss email account every day while the selections are ongoing.

## 8. Acceptance

Selected students will be required to confirm their acceptance through written notification within one working day from the communication of results. Please, see ***Compatibility with other international programs*** for reference.

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.

## 9. Additional points

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



## 10. Useful Contacts

### 10.1. For generic queries

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

### 10.2. For program related queries

<b>Program</b>	<b>Contact person</b>	<b>Email Address</b>	<b>Telephone Number</b>
<a href="#"><u>Semester Abroad with Bayes Business School</u></a>	Manfredi Mineo	<a href="mailto:mmineo@luiss.it">mmineo@luiss.it</a>	+39 06 85225685

Published on 2nd December 2024.



## **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).