



## Frequently Asked Questions

For specific information always refer to [Student Mobility office web pages](#) and the documents contained therein.

# Call for international exchange programs with European (Erasmus+) and non-European countries

### Where can I consult or download the Erasmus/Bilateral Exchange Call?

The new Call for Selection is available online and can be consulted [here](#).

### How can I complete and send the online application for the Erasmus/Exchange Call?

The application can **only** be completed and sent **online** on the **Web Self-Service from Wednesday, January 8 to Tuesday, January 21, 2025, by noon**. Step by step instructions are available at [this page](#).

### When should I submit the application?

After having consulted the documentation online relating to the universities of interest (academic offer, academic calendar etc).

It is not a good idea to submit your application last minute, but it's strongly recommended to do so in a timely manner, at least a few days before the deadline.

### In which semester is departure scheduled?

For all bachelor and master students, departure is envisaged in the first semester, unless otherwise specified in the Call. Only law students will be able to choose the mobility semester, unless expressly indicated in the Call, compatibly with the academic offer of the Partner University.

### Which destination to choose and where can I find information on partner universities?

It is important to choose a destination that offers the best academic compatibility with your course of study, consulting the academic offers of the destinations you are interested in before selecting them. The documentation relating to the Universities listed in Annex A of the notice can be found on the websites of the partner universities, and can also be consulted on the "Partner University" Intranet portal at the following link <https://intranet.luiss.it/partner>. The portal also contains the reports that students prepare upon returning from their semester abroad, pre-approved courses (they do not represent a binding precedent) and other useful information such as academic calendars.

For further information you can also contact the many international students present at Luiss.

### How can I prepare to fill out the application?

- Choose up to 9 universities.
- Assess the compatibility of the exchange destination's academic offer.
- Consider the language levels required by the universities of your interest.
- Check your language levels.
- Check the validity of language certifications.



- Prepare to scan the required mandatory attachments.

### **Key Considerations**

Before applying, it is essential to carefully assess your genuine interest in the exchange program and the potential impact that personal and family circumstances may have on your participation. It is also crucial to evaluate the financial feasibility of studying abroad, considering costs associated with international mobility (such as food, accommodation, transportation, and personal expenses). If needed, discuss these aspects in advance with your family or anyone who may provide financial support. **By submitting their application, students commit to participating and completing the exchange program if assigned to any of the requested destinations.**

### **Can I apply for multiple study programs at the same time?**

Yes. Students who participate in the Erasmus/Bilateral Exchanges Call and in a Call for [Double Degree](#), [LLM Educational Programme](#), [OTEM](#), and [Structured Exchanges](#), if they win and confirm participation in one of these programs, they would be automatically excluded from the Erasmus/Bilateral Exchanges Call, before the rankings will be drawn up.

### **Which students can apply?**

The following can participate in the selection:

- Bachelor degree students who are enrolled in the II year at the time of submitting the application;
- Single Cycle Degree in Law students who are enrolled in the II, III and IV year at the time of submitting the application;
- Master students who are enrolled in the I year at the time of submitting the application.

### **What are the requirements?**

The selections are made on the basis of **number of credits** (varies according to the degree course), **weighted average** (26/30) and **linguistic competence**. For the purposes of calculating the score of each candidate **all valid credits** obtained and registered in the student's career as available to the Student Office as of February 19<sup>th</sup>, 2025.

### **What are the language requirements required by the offices?**

Among the destinations offered for each Area (available in Attachment A of the Call), the required language levels are indicated next to the university's name. Where a certificate such as TOEFL, IELTS, CAMBRIDGE or DUOLINGO is specified, it is mandatory to have this certification to be able to include this university among the preferences. However, if a "simple" language level is indicated, the Luiss internal level is sufficient.

### **If a university is associated to two languages in the Call, which one should I select? Do I need to know both?**

For universities that offer courses in two languages, for example "English or French", students must and can select only one language. The chosen language and its level must be indicated in the application form. It is not necessary to demonstrate knowledge of both languages. Only the selected language will account for the linguistic bonus.



**Can I apply for a destination if I don't know the language?**

**NO**, you must have adequate linguistic competence to participate in the exchange program.

**Who needs to take a language test to participate in the exchange program?**

**In the absence of Luiss level and official certifications**, candidates must take a test specifically organized by Luiss. More information is available [here](#).

**What should I do if I am a native speaker or have foreign citizenship?**

No presumed language level will be assigned to native speakers and/or students in possession of foreign citizenship. These students will have to demonstrate their language skills according to the methods indicated in the Call.

**How the GPA, credits and foreign languages weight for the purpose of having chance to win a spot in one of the preferred destinations?**

Achieving all the required credits is perhaps the most important aspect together with the language level. Knowing a second language makes you more competitive as most students participate in the selection by expressing preferences for English-speaking destinations. In the partner university section on [Intranet](#) you can view the number of requests per destination divided by Areas, to get an idea of how popular the partner universities are among students.

**Will any credits deriving from internships be taken into consideration when calculating the score?**

Regarding the calculation of the score for the purposes of the ranking, the credits for the internship are not included in the calculation of credits obtained/obtainable, but **a value equal to 1/8 of the weight in credits of the internship** is assigned (which must be registered in one's career and the credits acquired by February of the year in which the application is submitted), added directly to the weighted average, as indicated in the formula:

$(\text{weighted average} + \text{internship}/8) + [(\text{credits obtained} / \text{credits to be completed}) * 15] * (1 + 0.01 * \text{language adjustment coefficient})$ .

**How is the linguistic bonus determined?**

The linguistic bonus is determined in this way:

It will be considered **only the** languages associated with the universities selected by the candidate in order of preference (e.g.: the candidate chooses the first 3 destinations on English and the 4th and 5th on Spanish and the last 2 preferences on French; for the purposes of calculating the score, his first language will be English, the second Spanish and the third French).

Based on the language levels possessed by the candidate and the order of preference of the universities (with the relevant languages), a decreasing bonus will be assigned for each language, if there is more than one. See the languages tab in the [Call](#). The coefficient is then determined by adding up the bonus percentages of the first, and if present, second and third languages. If the student also requests one or more destinations associated with a fourth language, this will not weigh in any way on the coefficient. For example, if the candidate only selects destinations associated with the English language and also attaches a valid Spanish certification, this certificate will not give any bonus since there is no destination in his selection associated with that language.



Please note that, in the case of winning a spot in a university, at least half of the courses to be taken at the host university must be in the language associated in the Call with the university itself.

**When will I know if I have won a spot in one of the chosen destinations?**

In compliance with current provisions on the protection of personal data, it will not be possible to publish the rankings. The assignment of any seat won will be available on the self-service web towards mid-March, at the end of the selection process. At the same time, a notice will be published on the site and the outcome of the selection will also be communicated to all candidates via e-mail.

**What will I have to do to accept the seat I win?**

The assigned destination will be considered accepted automatically. By submitting their application, students **commit to participating in and completing the exchange program** if they are assigned any of the locations they requested. **Exceptional withdrawals** must be promptly communicated to the Student Mobility Office by completing the appropriate form (available at the following link: <https://forms.office.com/e/EKsF81Pvit>), specifying the reason and attaching any supporting documentation. Any withdrawal submitted after the publication of the selection results will be **reported to the Deputy Rector for Teaching and Quality**, who, in consultation with the Dean of the relevant School, will evaluate the reason provided. If the reason is deemed inadequate, the withdrawal will be **reported to the President of the Graduation Examination Committee**, as it may affect the evaluation of the student's overall academic record.

Withdrawing from the assigned destination implies renouncing participation in the exchange program for the current academic year.

**Is it possible to exchange the spot won?**

**No!** Under no circumstances will it be possible to exchange the seat obtained with another student.

**I didn't get a seat and I'm in the waiting list, do I have a chance to be assigned a spot?**

Students who, despite satisfying the requirements in the Call, are not awarded a place due to lack of available places, will be placed on the waiting lists.

Positions made vacant following exceptional renunciation of other students will be filled by the candidates included in the waiting lists who have requested these destinations. These candidates will be identified following the order of the ranking for the institution concerned, compatibly with the deadlines and procedures of the partner universities (due to which it will not always be possible to reassign vacant positions) and promptly contacted by the Student Mobility Office.

## **Students who have completed an Erasmus/Bilateral mobility**

**What procedures do I have to complete to obtain recognition?**

You must refer to the "End of Exchange Reminder" communication sent to all students in which we ask you:

- End of mobility certificate (Step 1)



- Foreign grades conversion form (Step 2)
- Request the Official Transcript of Records be sent to [relint@luiss.it](mailto:relint@luiss.it) from the Host Institution (Step 3)
- Report on the mobility period (Step 4)

It will also be necessary to request that the host institution send the complete Transcript of Records to [relint@luiss.it](mailto:relint@luiss.it) as soon as available to proceed with the conversion of grades.

### **How will the grades be converted and recorded in your career?**

The conversion process takes approximately four weeks from receipt of the official Transcript. The grades are first communicated to the students by email and subsequently recorded in their career by the Student Office. Simply reply to the aforementioned email to inform us of your intention to renounce any grade between 18 and 24. Grades from 25 and above will be recorded automatically.

## **Students leaving for an Erasmus/Bilateral mobility**

### **What happens immediately after the selection?**

Each Luiss student selected must be nominated by the Student Mobility staff. Through the **nomination** processes, the personal data of Luiss students is communicated to all partner universities. Following the nominations, the universities contact the selected students using their Luiss institutional email providing them with instructions for completing the **application**, which is an individual responsibility of the student. It is also necessary to carefully read the section relating to the courses offered and available for guest students and prepare to send the recognition proposals to the delegate of your Area for the definition of the **Learning Agreement** (study plan) to be followed abroad.

### **Where can I find information about the application?**

The application is an internal process of the host institution and students will have to complete it within the times and methods indicated by the university. Instructions for completing the application, required documents and deadline will be communicated to you by your host institution. In many cases this information is also available on university websites and in fact sheets, which we invite you to **consult beforehand**.

**Deadlines and instructions from the host universities must be respected**, therefore, students must pay particular attention to the procedures and deadlines relating to accommodation and course registration. Constantly check your institutional email. Many universities contact students and send information via email. It's strongly recommended to use your Luiss e-mail account during the exchange period.

### **I am a student selected for a mobility, my host institution has not yet contacted me. What should I do?**

Outbound students are usually contacted by their host universities after the nomination period. Often the timing and methods for completing the application vary depending on the Area, even for the same university.

It is important to constantly check your Luiss email and follow the instructions of the host office to complete the application promptly and correctly.



While waiting to be contacted by the host institution international office, you can meanwhile prepare the documents required for the application to have them ready for the application submission. The Student Mobility office prepares the language letters while the official Transcript of Records (no self-declarations) must be [requested from the Student Office](#) with payment of duty stamp. These documents are always required by the host universities. **Failure to complete the application within the times and methods indicated by the host institution could result in exclusion from the exchange program.**

### **Who can I contact for information/problems regarding accommodation in the host country?**

It is strongly recommended that you begin your search for housing soon after you are assigned a location. In many European countries, demand exceeds supply, and finding accommodation is particularly troublesome.

Not all partner universities guarantee accommodation services. Many universities provide contacts for private agencies that provide services for exchange students. Many other partners do not guarantee accommodation in dormitories, residences or private structures in any way. As a first measure, Luiss relies on the accommodation methods established by the various host universities, which have the best possible knowledge of the area. Luiss can provide information on any accommodation procedures but does not directly manage them and cannot directly guarantee the identification of accommodation. It remains the student's responsibility to inform themselves about availability, procedures and deadlines for requesting accommodation. To provide greater support to mobile students, Luiss has entered into an agreement with Housing Anywhere. To take advantage of the agreement, students must register on the platform on [this Page](#). Other useful portals for finding accommodation abroad are the following: <https://www.airbnb.com/>; <https://www.uniplaces.com/it/>; <https://www.spotahome.com/>; <https://erasmusplay.com/en/>; <http://www.wg-gesucht.de/en/#> (accommodation in Germany). Before making any booking via the portal we recommend that you carefully read the general and specific conditions. We invite students to pay attention to **online scams** and to take the necessary precautions. In the majority of cases, the standard of the types of accommodation offered to exchange students and university residences abroad is lower than that of Italy and Luiss residences. Students with special needs should take this into account and seek accommodation independently.

We also recommend that you read the [feedbacks](#) of students who have traveled to your same host university in past years and get in touch with them regarding advice and contacts for on campus and private accommodation.

### **Who can I contact for information on the Visa/Study Permit?**

For any doubts you may have regarding extra-European mobility and visa applications, you can contact the [Consular Section of the Embassy](#) competent person and follow the preliminary instructions provided by the office itself.

### **How do I process my Learning Agreement?**

Students must present a study plan to be carried out abroad directly on their Web Self Service for a total of approximately 30 ECTS credits, in the periods indicated in the "*Learning Agreement submission terms*" (file available [online here](#)). Carefully follow the [Technical Guide](#). For bilateral destinations there is a "*Credit balancing table for bilateral destinations*" to evaluate equivalence with the ECTS system, available [online here](#). Under no circumstances can more than 36 ECTS (Luiss) credits per semester and 5 exams for Law students be recognized. For study plan abroad presentation purposes it is necessary to select the courses



for which recognition is considered most likely. In particular, for **compulsory courses**, strong compatibility and affinity of the programs is necessary. “**Elective abroad**” and “**Core Abroad**” will be recognized with a foreign name and it will not be necessary to identify foreign courses equivalent to specific Luiss courses. It will be sufficient that they are consistent with your degree course and that they are not too similar in title or content to other courses included in your Luiss career. Foreign courses recognized as “**Mandatory Abroad**” must instead necessarily be attributable to the scientific disciplinary sector of the Luiss course they replace.

#### **How many credits do I have to take abroad to obtain recognition of Luiss courses?**

An overall balance of credits must be achieved: the total credits obtained abroad cannot be less than 80% of the credits recognized in Luiss and the individual foreign course - Luiss course associations must be balanced at least 50%. This condition is strictly necessary, but not sufficient. The delegate of his area, having evaluated the study plan proposed by the student, can still ask the student to increase the total number of credits obtained abroad.

In the case of courses abroad with many credits, it is possible to combine a single course abroad with two Luiss courses. However, when such a double association is included in the Learning Agreement, the total credits obtained abroad must equal at least 100% of those recognized in Luiss for the entire plan.

#### **How is the selection of courses carried out at the host institution?**

At many universities, "course selection" occurs through a "first come, first served" system. You will therefore have to select the modules approved by Luiss in this way **in a timely manner**, as soon as the registration period for courses at the host university opens.

If you are unable to secure one or more desired courses offered by the foreign institution, you will have to submit a new Learning Agreement proposal on your Web Self-Service, specifying the urgency to the delegate professor in the appropriate "notes" section. It is always advisable to identify backup courses in case your first choices are not available.

Only once the plan is approved by your Luiss delegate will it be possible to select the same courses at the host institution **in the time and manner established by it**.

**NB** the approval of the LA by Luiss **does not guarantee** in any way enrolling in courses at the host university. These are two very distinct processes.

#### **Can I make changes to my Learning Agreement?**

For any problems and changes to your learning agreement, you will have to propose, **up to three weeks after the start of the courses** abroad, if allowed by the host university, a change in the exams to be taken by sending a new Learning Agreement proposal on your Web Self Service. If you have any doubts, consult the *instructions for preparing your learning agreement* and the *technical guide* [here](#).

**Attention**, the LA must always be updated in the latest version and approved by Luiss to obtain recognition of courses taken abroad, they must **never** be changed arbitrarily. Even if the courses are similar but different, it will always be necessary to pass through the WSS and obtain prior approval from Luiss.

Only after the study plan proposal has been approved by the delegates will it be possible to communicate the same courses at the host university according to the times and manner indicated by it.


Please note that during the closing periods the delegates will continue to view, albeit less frequently, the proposed changes to the learning agreement.



**What is the deadline for countersigning the Learning Agreement by the host institution? (only for ERASMUS mobility)**

It is necessary to transmit the Online Learning Agreement directly to the host institution via Web Self Service once approval has been received from Luiss.

If the LA is requested during the application phase, you can attach it by downloading the one in European format from the Web Self-Service after checking that it contains the correct courses.

In case of malfunctions in the transmission and acceptance of the LA via EWP, if the partner university deems it acceptable, you can use the traditional  [Learning Agreement template](#) filling it in manually and sending it countersigned to the destination university. Subsequently, as soon as the EWP connection is restored, it will still be necessary to send the Learning Agreement via this system.

If the sending won't place via EWP, the document will need to be countersigned in all its parts after the courses have been approved by the host university and sent to [relint@luiss.it](mailto:relint@luiss.it).

**What are the times and methods of disbursement of the scholarship?**

For **ERASMUS** mobilities including the **UK**:

**Subject to confirmation of the funds**, the European contribution will be distinguished by destination or groups of countries divided according to the cost of living.

The contribution will be paid in two installments:

- an amount equal to two months scholarship between the end of September and the end of October following receipt of the certificate of Arrival.
- the balance at the end of the mobility and following delivery of the certificate of Departure and the submission of the EU Survey.

For the purposes of recognition of the Erasmus experience and the EU scholarship, a minimum stay of 2 months (60 days) is mandatory.

For **BILATERAL** mobilities:

Students selected for a period of study at a non-European institution will receive a scholarship from Luiss upon return from the mobility, **if funding is confirmed**.

These grants will be paid following receipt of the end of mobility certificate.

For mobility in **SWITZERLAND**:

Students assigned to a destination in Switzerland are included in the SEMP (Swiss European Mobility Programme). Any subsidies provided by the Swiss Federal Government will be made known by the host universities to all interested students.

Outgoing students are advised to keep, just in case, their plane or train ticket as proof of their presence in the host country.

**Where can I find the conversion tables?**

They will be sent upon request to all students after the start of the mobility.





## **Where can I find security news and updates in my destination country?**

The era in which we live is characterized by significant and frequent changes, which often represent a further challenge for students engaged in mobility programs for study abroad.

We recommend updating **constantly** through reliable sources. We highlight:

1. [Viaggiare Sicuri](#) (for each country and a constantly updated data sheet is available)
2. [Ministry of Health](#)
3. The information received from the host university and any websites indicated by them

We also recommend that you strictly follow the instructions in the [Vademecum for travellers](#) prepared by the Viaggiare Sicuri portal of the Ministry of Foreign Affairs and International Cooperation, **we remind you to activate the 'Safety Check' function in the Luiss app.**

## **What procedures do I need to complete upon arrival at the host university?**

You must refer to the communication "Start of mobility, first things to do" sent to all students before departure in which we ask you:

- Activate the 'Safety Check' function in the Luiss app
- Filling out the form in which you will have to enter your foreign contact details (Step 1)
- Arrival certificate (Step 2)
- Assess the course availability at the Host Institution and update, if necessary, the Learning Agreement. This has then to be sent to the host university via EWP after approval (Step 3)

## **Free Mover Program**

### **I am a student who has completed their mobility. What procedures do I have to complete to obtain recognition?**

You must refer to the "End of Free Mover Mobility" communication sent to all students towards the end of their mobility.

### **What do I have to do to convert grades?**

Once the Transcript of Records has been received, the Student Mobility office will convert your grades, which will be communicated to your university email. It will be possible at this stage to reject grades between 18 and 24. The conversion module will then be sent to the Student Office for registration in the career.

### **What are the deadlines for registering grades in my career?**

The entire grade conversion and registration process can take approximately four weeks from receipt of the Official Transcript of Records. Once the conversion process is completed, the Student Mobility office transmits the grades to the Student Office. Registration normally takes place within ten working days.

### **Where can I find the conversion tables?**

To consult the conversion tables relating to Free Mover mobility, please contact the Student Mobility office at the following email address [freemover@luiss.it](mailto:freemover@luiss.it).



**I am a student interested in a Free Mover mobility. How do I submit my application?**

Students are suggested to carefully read of the updated Regulations that will be published in February [on this page](#).

The application should be submitted **for a single destination** in the second half of April, and a Learning Agreement for the chosen destination should be carefully formulated on Web Self Service. Guidance on completing the application will be available on the last page of the new Regulations.

In terms of requirements, for the Free Mover you will need to check that you have the minimum number of credits required for participation in the program. You will need to ask the Host Institution what the entry requirements are for Free Mover students are. There is a [list of possible destinations](#) with universities already approved for this program.

Since there are no agreements underlying these mobilities, what is shown in the list is simply a history of mobilities that have occurred in previous years. It will be possible to propose new destinations that **are not Luiss exchange partners** and will be evaluated on a case-by-case basis.

For this type of program, Luiss does not have any kind of agreement and, therefore, cannot guarantee eligibility for these locations in any way. It is therefore advisable to set up a correspondence with the destinations of one student's interest and to **independently find**, before applying for the single destination of one's choice, all the information directly from the universities of interest (Free Mover student acceptances for their specific department, forms, costs, deadlines, English language training offerings, course selection rules etc...).

**I have been admitted to the Free Mover program, what are the next steps?**

If the study plan proposal submitted on Web Self Service is approved by the Area delegate, you will be admitted to the Free Mover program from Luiss side. For the foreign location you will need to finalize your application **in the time and manner specified by the university itself**.

For this type of program, we do not have exchange agreements with foreign universities and you are not subject to selection or nomination by Luiss. It is up to the individual student to arrange their own mobility by contacting the host location directly and providing them with the required documentation.

We encourage you to make financial commitments only after receiving confirmation from the host location about the possibility of attending the Free Mover semester at their university.

**Can I make changes to the study plan?**

In case problems or changes in your course selection occur, you will have to propose, **within three weeks from the start of the courses at the foreign institution**, a modification of the exams to be taken by sending a new Learning Agreement on the Web Self Service. Only after Luiss approval, new courses can be confirmed to the Host Institution.

**Where can I find the programs of the courses provided by foreign institutions?**

The course programs must be found on the websites of the university of interest. It is important to get in touch with the foreign university in order to obtain the necessary information and assistance.

**Which exams can be recognized at Luiss following the Free Mover semester?**

Free Mover students will be able to obtain recognition of **only the courses relating to the year in which the mobility is carried out** for a maximum of 36 credits for the areas of Economics and Finance, Business



and Management and Political Science and a maximum of 5 exams recognized for the single-cycle degree in Law.

### **How are fees paid for a Free Mover student?**

For the Free Mover program, students are required to pay the Luiss university fees and the registration fee to the host university, in the manner established by it.

## **Summer School Abroad with recognition of an exam of your choice**

### **Where can I find the regulations for Summer schools?**

The Summer School regulation is available [here](#) and is updated between December and January each year for the following summer.

### **What recognition can Luiss receive through this program?**

A student who attends a Summer School course at a university abroad in the summer period between June and August, can request recognition of a single elective course of his/her study plan whose credits contribute to the calculation of the credits necessary to obtain the qualification.

### **If I have already taken the elective courses, are there alternatives?**

As an alternative to the recognition of the elective course, it is possible to obtain the recognition of credits for other activities by following the procedures established by the competent study area. Or a free course taken abroad (which does not give valid credits towards the degree or affect the average).

### **What are the universities I can attend to obtain this recognition?**

You can take a course at any university that offers a Summer School program falling in one of the following categories:

The course must comply with the requirements of the regulation;

Belonging to the list of [pre-approved courses](#);

Be approved by the delegate of your area of study if it is a [new course proposed](#).

### **Where can I find information on universities?**

On the universities' websites in the section dedicated to Summer Schools.

Although we do not have specific agreements with the universities that offer these courses, it is possible to consult the brochures and information materials that we receive from them on the [intranet.luiss.it](#) portal

In addition to these universities, it is possible to identify one independently and request approval of the course according to the methods indicated in the regulation.

### **Where can I find pre-approved course lists?**

For each Area, a list of pre-approved courses is available, valid exclusively for the Area and the study cycle to which it belongs. The lists are updated every year and are available [here](#).

### **How can I request recognition of a course that does not appear in the pre-approved list?**



To request recognition of a new course you must follow the instructions provided [here](#).

### **What are the costs of a Summer School?**

Costs vary between universities and countries. You can consult the registration and payment methods on the website of the university you are interested in. All expenses to be incurred related to this type of mobility will be borne by the students.

### **Is feedback available from students who have already participated in a Summer School in the past?**

In the "relations" tab of the "Summer School" section <https://intranet.luiss.it/summer-schools> there are the experiences of students returning from a summer school. You can ask questions and concerns to students who have provided their contact details within the reports.

### **What should I do when I return?**

After having attended the newly approved or pre-approved course abroad and having taken and passed the relevant exam, the student, to obtain definitive recognition of the exam, must send the Transcript of Records (showing all the information requests) to the Student Mobility Office by the end of October directly from the university where the summer school was attended. Furthermore, certificates sent via specific online platforms set up by some foreign universities (such as, for example, the London School of Economics) will be accepted.

### **What do I have to do to convert the grades obtained abroad?**

Once the certificate and the form have been received, the Student Mobility office will convert the grades which will be communicated on your Luiss email.

It will be possible to refuse the conversion of grades lower than 30 by replying to the email within 72 hours from the date of receipt. Once this deadline has passed, and in the absence of a negative response, the grade will be considered accepted and will be sent to the Student Office for registration of the course, credits and grade.

### **What are the deadlines for registering a career grade?**

Once the conversion process is completed, the Student Mobility office communicates the grade to the Student Office. Registration usually takes place within a few working days.

### **Upon return, can the recognition be changed?**

No, it is not possible to obtain recognition for a course other than the one requested before departure or which is not included in the pre-approved list.

### **Where can I find the conversion tables?**

The conversion tables can be viewed on the 'Summer School' intranet portal at the following link <http://intranet.luiss.it> or by sending an email to [riconoscimentosummerschool@luiss.it](mailto:riconoscimentosummerschool@luiss.it).

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## **ENGAGE.EU Online Exchange Initiative**

**Where can I find information about the virtual mobility program?**

All information is accessible on [our pages](#).