



General Understanding on Mobility: QTEM

Introduction & Purpose

By means of this form, the International Development Office aims to summarize the main rules that students about to embark on a mobility program will need to observe in order to ensure that the program runs smoothly. These rules are in addition to those outlined in the [Code of Conduct for Luiss Students](#). The objective is to enable students to comply properly and adequately with the relevant mobility procedures.

By signing this form, students declare that they are aware of and accept the rules and recommendations contained herein. Students are required to return this signed document to the International Development Office by the date indicated in the email.

Program Definitions & Academic Expectations

1. Students declare that they have read, accepted, and will comply with the study plan agreed upon between Luiss and the partner university, as well as the accompanying rules published on the Luiss website.
2. Students undertake to sit all the exams at Luiss in accordance with the terms, deadlines and locations specified in the study plan for their mobility program.
3. Students declare that they have read, accepted, and will comply with the QTEM rules as published on [qtem.org](#), in the QTEM Student Engagement, and in the QTEM Call for Applications.
4. Students declare that they have read the grade conversion table for grades obtained abroad and are aware that the grades awarded during the period of mobility at the partner university cannot be declined.
5. Should a course from those in the study plan of the mobility program not be held or be changed, students undertake to promptly inform the International Development Office and the Academic Coordinator, who will assess the situation and propose an appropriate solution.
6. Exams must be taken at the host university in accordance with the methods, procedures, rules, and dates set by that institution. Exams that must be taken at the partner university as in the learning agreement of each student cannot be taken at Luiss. Any exceptions, duly motivated and supported by evidence, shall be evaluated on a case-by-case basis by Luiss, the partner university, and the professor.



Behavior and Approach to Mobility

1. Luiss students abroad for a mobility program represent the university at all times. Therefore, in addition to adhering to the general rules of common sense and decorum, they must comply with the principles and ethical values outlined in the [Code of Conduct for Luiss Students](#). Chief among these are propriety, honesty, commitment to studies, and an open-minded attitude towards an international environment. Any behavior deemed inconsistent with these principles will be reported to the competent authorities at Luiss, which will determine the necessary actions.
2. Luiss students are expected to show the same level of respect and consideration for the rules of the partner university. Any actions that violate these rules will be promptly reported to Luiss, which, if necessary, will take appropriate measures.
3. Luiss students undertake to approach their experience abroad with a positive, flexible, and open-minded attitude. Any difficulties or emergencies related to this should be promptly communicated to the International Development Office at Luiss.
4. Luiss students undertake to check before departure whether medical insurance is required for the country where their mobility program will take place, using the [Ministry of Health's dedicated portal](#).
5. Luiss students undertake to consult the [Viaggiare Sicuri portal](#), register their trip on the Luiss App using the Safety Check function, and on the [Dove siamo nel Mondo portal](#) of the Ministry of Foreign Affairs and International Cooperation. They also undertake to notify diplomatic and consular representations of their presence, duration of stay, reason for their visit, and address abroad.
6. Luiss students undertake to provide the International Development Office with their telephone number, emergency contact, and home address upon arrival at the partner university.

Deadlines and Documents

1. During the mobility period, all administrative formalities related to students' university studies at Luiss must be completed by the prescribed deadlines (e.g., completing study plans, enrollment at Luiss, payment of installments, and submission of graduation documentation), unless otherwise specified by the International Development Office.
2. Students must regularly check their Luiss e-mail account and comply with all requests received from the International Development Office, following the instructions and deadlines provided.
3. Within two weeks of arriving abroad, all Luiss mobility students must provide their foreign contact details to the International Development Office.
4. Students must adhere to the deadlines set by the partner universities for enrolment in their degree programs. They are responsible for completing all necessary procedures. Additionally, the arrival date specified by the host institution must be respected. Any exceptions must be agreed upon with the partner university and promptly communicated to the International Development Office by e-mail.
5. Students undertake, within their means and possibilities, to provide the International Development Office with multimedia material (photos and videos) documenting their experience abroad. They



also consent to being available for interviews with Luiss communications staff to create content for the University's website and social media channels. A release form regarding the use of their image is attached, which must be completed, signed, and returned along with this document to the International Development Office.

6. Students consent to the sharing of their personal data, including contact information, with third parties for the purpose of participating in extracurricular activities relevant to their academic journey. This may include, but is not limited to, opportunities such as internships, workshops, networking events, and other academic-related activities.
7. Students consent to the processing of their personal data related to health conditions (i.e. sensitive data).
8. Students authorize the International Development Office to share their Luiss e-mail address (name.surname@studenti.luiss.it) with other students who, during or after their mobility program, may wish to contact a student who has already completed that mobility for advice and suggestions in a peer-to-peer counseling context.
 - Yes
 - No

Support for SLD (DSA – Disturbi Specifici dell’Apprendimento) and Disabilities

For students with specific learning disabilities (SLD) and disabilities enrolled at Luiss, the educational accommodations provided by the applicable Italian legislation in force at the time are implemented. Any measures applied in other countries depend on the local regulations and the current policies of the host universities. Students are strongly encouraged to contact the International Development Office prior to departure to verify the availability of support at the partner university. The International Development Office will make every effort to check with the partner institution regarding their compensatory measures and provide students with clear and detailed information. As disability support and accommodations vary by institution and country, Luiss cannot be held responsible for the compensatory measures provided by the partner university.

Financial Aid/ Grants

Depending on Luiss University's annual funding, students selected for a mobility program in non-EU countries or for a program that is not eligible for the Erasmus+ grant (e.g., QTEM) may receive a **University grant**. Students selected to spend one or two semesters abroad will receive a one-time (una tantum) funding during their physical mobility abroad.



Force Majeure

1. Luiss is not responsible for any cancellation or modification of the mobility program due to unforeseen events or circumstances beyond the University's control. In the event of cancellation or modification for such reasons, Luiss will promptly inform all affected students.

Place and date _____

Student's signature _____



Authorization for the use of images

I the undersigned _____, born in _____ on _____, resident in _____ at Via _____, personal tax number _____, with reference to the images (photos and videos) taken and/or shot as part of the _____ mobility program, a soft copy of which is delivered herewith, do hereby

declare

- a. that I am the author and the owner of any and all moral and economic rights, including all rights of economic use under Law No. 633/1941, in the photographs, video footage and audio recordings granted to Luiss Guido Carli;
- b. that I hold the above rights in a full, exclusive and territorially unlimited manner;
- c. that the said images and recordings, made by me, do not infringe the rights of third parties and do/will not give rise to any current or future claims against Luiss Guido Carli;

undertake

- a. to assign Luiss Guido Carli, pursuant to and for the purposes of articles 12 **et seq.** of Law No. 633/1941, free of charge and on a non-exclusive basis, all rights of use regarding the photographs, video footage and audio recordings delivered herewith to the University, which said rights assigned to Luiss Guido Carli include but are not limited to the right of publication and/or dissemination in any form on the institutional website www.luiss.it, on the social networks managed by the University, in print media and/or through any other means of dissemination. I further authorize storage of the photos and videos themselves in Luiss computer archives and acknowledge that the purpose of such publication is merely informative and possibly also promotional.
- b. to indemnify and hold Luiss Guido Carli harmless in respect of any action, complaint, claim and demand for damages brought by anyone on grounds of breach of what is stated in this agreement in writing, and consequently undertaking to compensate the University for any expense that the latter may be called upon to bear;

authorize

free of charge, without limits as to time, including in accordance with articles 10 and 320 of the Civil Code and articles 96 and 97 of Law No. 633 of 22 April 1941 (Copyright Law), Luiss Guido Carli to publish and/or disseminate in any form my image on the institutional website www.luiss.it, on social networks managed by the University, in printed media and/or through any other means of dissemination. I further

LUISS



authorize storage of the photos and videos themselves in Luiss computer archives and acknowledge that the purpose of such publication is merely informative and possibly also promotional.

This release/authorization may be revoked at any time by written notice to be sent by e-mail to privacy@luiss.it.

Place and date _____

Student's Signature _____