



Free Mover Program Regulation for the 2025/2026 Academic Year

Students interested in studying abroad for a semester outside the scope of an exchange agreement can do so in the form of a Free Mover Semester.

1. Who can participate?

The program is open to students enrolled in bachelor's and master's degree programs in all areas and in the single-cycle master's degree program in law, for one semester only.

Abroad, this type of student is referred to as a **visiting student, guest student or fee paying student**, a designation important to take into account when contacting the universities concerned.

1. For **bachelor's degree programs**, applications can be submitted by students in their second year with a view to spending the **first semester of the third year** abroad.
2. For **master's degree programs**, applications can be submitted by students in their first year with a view to spending the **first semester of the second year** abroad.
3. For the **single-cycle master's degree program in law**, applications can be submitted by students in either their third or fourth year to spend the **first semester or second semester of the following year** abroad. *Students will need to specify the chosen semester in the "additional statements" field when submitting their application on Web Self Service.*

Potential locations are the universities included in the [possible destinations list](#) after having checked the availability of the courses of interest.

Students may also propose additional universities as new locations for spending their period of study abroad **which are not Luiss partner universities**.

The [minimum credits](#) required to participate in the Free Mover program must be earned by the end of the winter exam session (*February 26th, 2025*).

Free Mover mobility is **incompatible** with other one-semester and year-long international exchanges for all areas **except** the single-cycle degree program in law.

Students who are abroad on an international exchange program during the second semester of the 2024-2025 a.y. **cannot apply** under the Free Mover program to attend the first semester of the 2025-2026 a.y. abroad.

Luiss **does not have any kind of Free Mover agreement with foreign institutions** and thus **cannot guarantee eligibility for possible destinations in any way. Free Mover students are not subject to a selection or nomination process by the Student Mobility Office.** Luiss University deals solely with the recognition of the courses taken abroad and has no coordinating role between students and the host university. Please note that some Universities **are not eligible** for this program, e.g. Luiss' exchange partner universities.

NB: All students participating in the Free Mover program will be awarded **0.5 bonus points** at the time of their degree examination provided they have passed and obtain the recognition of at least **two official exams** as part of the Free Mover program. The credits earned as a result of passing those official exams must compulsorily count towards the credits required for obtaining one's degree. Therefore, language and additional courses (corsi liberi) are excluded.

That bonus **may be granted only once and cannot be combined** with additional bonus points envisaged for participation in Erasmus+, bilateral exchanges, double degree programs or other types of international programs.

No bonus will be awarded in the event of exclusion from the mobility program or the imposition of sanctions due to a lack of academic probity or non-compliance with the standards of conduct required by the host universities.

2. Luiss University deadlines

Students who wish to leave during the first semester must apply between **02 April** and **on 17 April 2025 at 12 p.m. (noon)**.

Subsequently, students are required to submit online the study plan (Learning Agreement), a key document that defines the courses to be taken at the host university and ensures their recognition for the purposes of their academic career. Approval of the Learning Agreement is an essential requirement for admission to the Free Mover program, and its completion is an essential step in the application process. For this reason, it is in students' best interest to complete it as soon as possible, as its approval is equivalent to admission to the program.

Please note: The online application deadline does not necessarily apply to the completion of the Learning Agreement, which, if necessary, can also be submitted later. After submitting the application, students should wait for a notification from Student Mobility on their Luiss institutional email, which will inform them about the possibility of proceeding with the completion of the Luiss Learning Agreement.

Proposals for **new destinations**, not included in this [list](#), must be submitted to the Student Mobility Office for review no later than the morning of April 11th 2025.

Under no circumstances will destinations with which Luiss already has an Erasmus/Bilateral exchange agreement be approved.

Proposals for new destinations for studying abroad as Free Mover should be addressed directly to the Student Mobility Office (freemover@luiss.it), and should include useful information for evaluation like a **link to the dedicated page of the chosen foreign university, email threads, brochures etc.**

Approval of new locations is done on a dual level, administrative by the Student Mobility Office and academic by the Area Delegate Professors:

1. The office, **after verifying the absence of obstructive causes**, will approve the location and enter it among the destinations available on the Web Self-Service platform in order to allow the student to submit their formal application on the system within the timeframe and manner established by this Regulations.
2. It will then be necessary to complete, upon notification from the Student Mobility office, a proposed study plan (Learning Agreement) directly on Web Self-Service regarding the location for which one has applied.
3. This study plan will be submitted for evaluation by the Area Delegate(s) who may approve or reject the proposal on the online platform. **In case of approval of the plan**, the student will be **admitted** to the program for the selected destination. In case of rejection of the study plan, students may submit a new proposal within the next 24 hours, repeating the process until approval.

Following the approval of the online Learning Agreement and thus the positive outcome of the application, it will be necessary to **independently** carry out the necessary procedures to formalize one's departure (registration at the foreign university, payment, course registration, etc.).

3. Requirements

Minimum requirements for student participation in the Free Mover program for the 2025-2026 a.y.

The minimum number of credits required varies, depending on the degree program and year of enrollment. **All credits must be earned by February 26th, 2025**. Credits from other activities (including those obtained for internships, languages, seminars, soft skills, summer schools, etc.) also count toward the required minimum credits. **Credits from any additional courses (*corsi liberi*) will not be considered.**

Bachelor's degree programs

Students enrolled in the 2nd year of Bachelor's Degree Programs in the academic year 2024-2025 must have earned the following minimum credits:

- Economia e Management: **60 credits**
- Management and Computer Science: **68 credits**
- Business Administration: **62 credits**
- Economics and Business: **62 credits**
- Scienze Politiche: **62 credits**
- Politics, Philosophy and Economics: **78 credits**

Master's degree programs

Students enrolled in the 1st year of Master's Degree Programs in the academic year 2024-2025 must have earned the following minimum credits:

- Corporate Finance: **22 credits**
- Amministrazione Finanza e Controllo: **24 credits**
- Marketing:
27 credits for the Italian Track
24 credits for the English Track
- Strategic Management, Innovation e Sustainability: **18 credits**
- Data Science and Management: **18 credits**
- Global Management and Politics: **22 credits**
- International Relations: **20 credits**
- Policies and Governance in Europe: **22 credits**
- Governo Amministrazione e Politica: **24 credits**
- Management: **22 credits**
- Economics and Finance: **21 credits** for *Banche e intermediari finanziari*
- Economics and Finance: **21 credits** for *Applied Economics*
- Economics and Finance: **20 credits** for *Finance*

Single-Cycle master's degree programs

Students enrolled in the 3rd and 4th year of the Single-Cycle Degree Program in Law for the academic year 2024-2025 must have earned the following minimum credits:

- Giurisprudenza - III year: **106 credits**
- Giurisprudenza - IV year: **157 credits**



4. Application procedures

Students may indicate **only one preferred** destination for which to apply. Courses from years prior to the mobility cannot be recognized abroad.

Application Submission - Step-by-Step Guide:

1. Verify that you possess the minimum number of credits required for participation in the program.
2. Consult the list of [possible destinations](#) or evaluate alternative locations.
3. Gather all information (acceptance of Free Mover/Visiting Student/Guest Student, forms, requirements, costs, course offerings, etc.) **directly from the chosen universities, on their websites or by contacting them via email**, independently managing the submission of the application to the foreign university. You must also ensure that the host institution does not require nomination by Luiss.
4. Verify the compatibility between the **deadlines** of the chosen universities and the internal Luiss deadlines. Foreign universities with an *application deadline* prior to the Luiss application period deadline (April 17th at noon) or very close to the Call opening (April 2nd) **cannot** be selected. If the destination university has very tight deadlines for application evaluation, **it will be necessary to communicate the urgency in the notes field of the Learning Agreement.**
5. Verify that the **course offerings** of the universities of interest are **compatible** with your study plan.
6. Ensure that you possess all the **requirements** requested by the university (GPA and/or specific language requirements proven by relevant certifications, where required).
7. Propose any new destinations **by April 11, 2025 at noon** to freemover@luiss.it, including useful information about the foreign university (links, email exchanges or brochures). Destinations that already have an Erasmus/Bilateral exchange agreement with Luiss will **not** be approved.
8. Complete the Luiss online application on the [Web Self Service](#) within the established deadlines.
9. Await the communication inviting you to submit your Learning Agreement proposal for the chosen destination, also on the Web Self-Service platform.
10. Await the evaluation of the delegated professor. In the event of rejection of the study plan, students may submit a new proposal within the following 24 hours, repeating the process until approval. **Once the study plan is approved, students may proceed with the finalization of enrollment at the host university.**



Instructions for the Submission of the Online Application

1. Access the [Web Self Service](#).
2. Enter: username and password.
3. Once logged on, choose from the menu on the left: **STUDY ABROAD** – Study Abroad Opportunities (Luiss Outgoing students).
4. In the **Study abroad area** drop-down menu, choose: ERASMUS AND NON-EUROPEAN EXCHANGES.
5. The following calls for applications will be visible:
 - Free Mover EF (Economics)
 - Free Mover IM (Business and Administration)
 - Free Mover SP (Political Science)
 - Free Mover GP (Law)

NB: If the student does not meet the prerequisites for the call for applications, he or she will not be allowed to proceed further.

6. To access the online application, click on the magnifying glass.
7. Go to **APPLY FOR THE PROGRAM** by clicking on the small pencil bottom right.
8. Confirm that you meet the requirements indicated as "mandatory" and indicate the foreign university of your preference (if the chosen location is not on the [list](#) of possible destinations published on the Free Mover online page, it will be necessary, by April 11th at noon, to send an e-mail to freemover@luiss.it specifying the name and informative materials of the new foreign location where you wish to spend the semester abroad.
9. Click on **PROCEED**.
10. Once you have done so, a provisional summary of the data you have entered will be displayed (DESTINATION MEMO).
11. Click on the **PRINT THE APPLICATION RECEIPT** button. Once the submission of the application is confirmed, the data entered can no longer be changed. It is suggested that you **save the PDF** as a receipt for the submission of your application.
12. Await communication from the Student Mobility office regarding the possibility of proceeding with the completion of the Online Learning Agreement for the chosen destination

NB: Once you have submitted your application and printed out your application submission confirmation, you cannot change or resubmit your application!

5. Elaboration of the online study plan for course recognition and admission to the program

Students who have registered for the program on the Web Self Service **must await** an invitation from the Office to present to the Delegate of their Area a study plan with the courses they would like to attend abroad, completing an **online Learning Agreement through the Web Self-Service**. To this end, please review the submission methods indicated in the [Learning Agreement Technical Guide](#), available on the website pages.

Free Mover students will not be able to obtain recognition of courses related to years prior to the mobility year.

The Free Mover Delegate professors are:

Area of Business and Management: prof. Lakshmi Balachandran Nair

Area of Economics and Finance: prof. Alessia Caponera

Area of Political Science: prof. Vera Capperucci

Area of Law: prof. Alessia Farano

Students should not contact the delegates via e-mail but submit recognition proposal through the appropriate platform on Web Self-Service.

Prior to submission, students should **carefully examine** the course offering and enrollment procedures on the foreign university's website or request them via email directly.

Examine carefully:

- Which courses are open to international students (Free Mover, Visiting, Fee Paying) and whether there are any restrictions.
- Whether you can select courses on different enrollment years and levels, combine different programs or specializations.
- If there are any prerequisites required or if courses are limited in number.

Students should select the **most appropriate courses** offered by the host university as part of its academic offering. For application submission purposes, it is advisable to select the courses for which recognition is considered most likely.

It is advisable to compare the courses offered by the host institution with those provided in one's own curriculum by carefully reading the course syllabi and checking the number of corresponding ECTS credits.

Under no circumstances is it possible to obtain recognition of courses abroad that do not provide for a grade but only provide, for example, a generic indication of passing (**pass or fail**). This remains true even if the course in question is associated with another foreign course that has a grade.

Similarly, under no circumstances is it possible to obtain recognition of **courses taken online** with the host location.

The development of recognition proposals consistent with these regulations is the **responsibility of the individual student**. Associations in violation of these regulations may be cancelled upon the return of the mobility during course recognition, even if they were erroneously approved by the Delegate.

Students will need to consider a rather wide range of proposals to prepare for the event that the Learning Agreement is rejected by their Delegate. In fact, in the event of non-approval, a new proposal will need to be submitted within 24 hours of the relevant e-mail communication.

Failure to meet the submission deadlines could jeopardize participation in the mobility program.

N.B. If the destination university has very tight deadlines, **you will need to communicate the urgency in the notes field of the Learning Agreement for the application to be evaluated on time.**

Criteria for drafting the Learning Agreement

Students must submit a study plan to be completed abroad, for a total of approximately **30 ECTS** credits (suggested). For destinations outside Europe, credits must be converted and added in the Learning Agreement **in the ECTS system**. It is **strongly recommended** that students follow a workload abroad that aligns with the suggestions of the host university.

Under no circumstances can more than **36 ECTS credits** (Luiss) be recognized per semester. For students enrolled in the single-cycle Law degree, the maximum number of courses that can be recognized at Luiss is **5 per semester**.

- ▶ **Instructions for all degree programs except “Amministrazione, Finanza e Controllo”; “Data Science and Management”; “Management and Computer Science”; “Giurisprudenza”**

Students enrolled in Amministrazione, Finanza e Controllo; Data Science and Management; Management and Computer Science, and Giurisprudenza can consult the instructions for completing their Learning Agreement in the following sections.



Courses taken abroad may be recognized as:

- **Elective Abroad**, replacing elective courses at Luiss.
- **Core Abroad**, replacing [mandatory courses listed for each degree program](#).
- **A specific compulsory Luiss course** of the mobility's year that is not included in the list of courses recognizable as Core Abroad.

Elective Abroad courses will be recognized with their foreign title, and it will not be necessary to identify foreign courses equivalent to specific Luiss courses. They must simply be consistent with the student's field of study and not too similar in title or content to other courses within their degree program.

Core Abroad courses will also be recognized with their foreign title, without the need to identify foreign courses equivalent to specific Luiss courses. They must align with the educational objectives of the student's major/track or, if not applicable, with their degree program. They should not be too similar in title or content to other courses in their curriculum.

Students in **Global Management and Politics** must select Core Abroad courses related to Political Science, while Elective Abroad courses may be related to Political Science and/or Business and Management.

Additionally, students in **Economics and Business** must indicate their chosen major/track in the "notes" section when completing their Learning Agreement.

Note: Students participating in an exchange and enrolled in **International Relations** and **Policies and Governance in Europe**, degree programs that include the **Study Plan Abroad**, **must select this option**. **In all other cases**, if the degree program does not include this option, it will be necessary to choose a major/track/specialization that aligns with the Core Abroad courses selected abroad.

For mandatory courses not included in the list of those convertible as Core Abroad, students must identify foreign courses with a syllabus closely matching that of Luiss.

► Instructions for Law students

For students in the single-cycle Law degree program (Giurisprudenza), a maximum of five courses per semester can be recognized at Luiss. The following guidelines apply exclusively to students enrolled in this program.

Courses taken abroad may be recognized as:

- **Elective Abroad**, replacing Luiss elective courses.
- **Core Abroad**, replacing two of the four mandatory profile courses (chosen by the student).



- **Compulsory courses** the two mandatory profile courses not selected as Core Abroad.

Elective Abroad and Core Abroad courses will be recognized with their original foreign title.

For **Elective Abroad** courses, there is no need to identify foreign courses equivalent to specific Luiss courses. They must simply be relevant to the student's field of study and not too similar in title or content to other courses in their degree program.

For **Core Abroad** courses, there is also no need to find exact foreign course equivalents for specific Luiss courses. They must align with the student's profile and not be too similar in title or content to other courses in their program. Except for students in their fourth year, the chosen profile must be indicated in the "notes" section when completing the Learning Agreement.

When filling out the Learning Agreement, students must use the following codes to identify the Core Abroad courses they wish to have recognized, keeping in mind the maximum limit of two courses in this category:

- **ECO1** and **ECO2** to replace fourth-year profile courses.
- **ECO4** to replace the mandatory fifth-year profile course.

For the recognition of **Compulsory Courses**, students must identify foreign courses with a syllabus closely matching that of Luiss.

However, the following courses **cannot** be recognized through the mobility abroad program:

Preparatory workshops for Macchine intelligenti e diritto (Intelligent Machines and Law)

Clinica legale (Legal Clinic)

Elective preparatory courses for enrollment in a second degree with course abbreviation.

Note on Degree Shortening for Law Students (Giurisprudenza)

Students who take their elective courses abroad will still be able to sit, as additional exams, the required tests for the shortened degree program at Luiss.

► **Instructions for Students of "Amministrazione, Finanza e Controllo"; "Data Science and Management"; "Management and Computer Science"**

Courses taken abroad may be recognized as:

- **Elective Abroad** replacing Luiss elective courses.
- **Mandatory Abroad** replacing mandatory courses required for the mobility year within the student's degree program.



Both types of courses will be recognized with their original foreign title.

For **Elective Abroad** courses, it is not necessary to find foreign courses identical to specific Luiss courses. They must simply be relevant to the student's field of study and not too similar in title or content to other courses in their degree program.

For **Mandatory Abroad** courses, however, they must be directly related to the scientific-disciplinary sector (settore scientifico-disciplinare, SSD) of the Luiss course they replace.

Below is the list of mandatory courses that can be replaced with Mandatory Abroad courses, along with their respective SSD and corresponding Mandatory Abroad code:

1. Management and Computer Science

- a. Business Cyberlaw (IUS/04: **Commercial Law**) = EMA 1
- b. Business and Marketing Analytics (SECS-P/08: **Business Economics and Management**) = EMA 2
- c. Finance and Financial Technologies (SECS-P/09: **Corporate Finance**) = EMA 3

2. Amministrazione, Finanza e Controllo:

AFC – Aziendale:

- a. Operazioni Straordinarie e Valutazione d'Azienda (SECS-P/07: **Business Administration**) = EMA 1
- b. Programmazione e Controllo (SECS-P/07: **Business Administration**) = EMA 2
- c. Strumenti di Finanziamento per le Imprese (SECS-P/11: **Economics of Financial Intermediaries**) = EMA 3

AFC – Professionale:

- a. Operazioni Straordinarie e Valutazione d'Azienda (SECS-P/07: **Business Administration**) = EMA 1
- b. Diritto delle Crisi D'impresa (IUS/04: **Commercial Law**) = EMA 2
- c. Corporate Auditing, Techniques, and Professional Ethics (SECS-P/07: **Business Administration**) = EMA 3

3. Data Science and Management

- a. Big Data and Smart Data Analytics (SECS-S/01: **Statistics**) = EMA 1
- b. Privacy in the Digital World (IUS/01: **Private Law**) = EMA 2



- c. Revisione Aziendale, Tecnica e Deontologia Professionale (SECS-P/08: **Business Economics and Management**) = EMA 3

A brief description of the scientific-disciplinary sectors can be found [here](#).

Students enrolled in Amministrazione, Finanza e Controllo who wish to take advantage of the Convenzione con l'Ordine dei Dottori Commercialisti ed Esperti Contabili must specify this in the "notes" section when submitting the Learning Agreement, indicating the foreign courses for which they require confirmation from the Academic Coordinator that they fall within the required scientific-disciplinary sector.

► **Common instructions for students of all degree programs**

The recognition of "credits for other activities" **cannot** be included in the Learning Agreement; it must be requested directly from the student's School of affiliation.

Under no circumstances can **language courses** taken abroad be recognized at Luiss as Elective, Core, or Mandatory courses (even if mistakenly included and approved in the Learning Agreement).

Activities/laboratories/seminars abroad or at Luiss that award 0 credits cannot be recognized. **Corsi liberi** (additional courses) **must not be associated with any equivalent course at Luiss** but should simply be marked in the Learning Agreement online with the appropriate checkbox. Language courses taken at the host university may only be recognized as additional courses taken abroad if the student is not already enrolled in the same language course at Luiss.

An overall credit balance must be achieved: **the total credits earned abroad cannot be less than 80% of the credits recognized at Luiss**. This condition is strictly necessary but not sufficient. The coordinator of the student's area, having evaluated the proposed study plan, may request the student to increase the total number of credits earned abroad. It is strongly recommended to aim for a 100% balance, as a plan near the 80% threshold may lead to the failure of a single course, compromising the overall balance of the plan (with no remedy). In such cases, upon returning from the mobility period, the student may not receive recognition for one or more courses to rebalance the plan.

To balance credits, it may be necessary to **associate one or more foreign courses** (called **compensatory courses**) to obtain recognition for a Luiss course. Compensatory courses should ideally be related to the student's degree program. In **exceptional cases** (e.g., if no other courses are available or if there are irreconcilable schedule overlaps), language courses may be recognized as **compensatory**, always at the discretion of the coordinator.

Under no circumstances may individual associations be approved in which the credits for the course abroad amount to less than 50% of the credits of the course recognized at Luiss.

For courses abroad with a large number of credits, it is possible to associate **a single course abroad with two Luiss courses**. However, when such a double association is included in the Learning Agreement, the

total number of credits earned abroad must be **at least 100%** of those recognized at Luiss for the entire plan.

Calculate the credit balance of your plan [here!](#)

Academic coordinators will evaluate the proposals and approve the Learning Agreement if all course proposals are valid, or reject it if even one is invalid, providing the reason for rejection in the note field. In this case, the student must resubmit the Learning Agreement within 24 hours, correcting it so that all proposals are valid.

Obtaining online learning agreement approval is equivalent to obtaining admission to the program from Luiss.

At that point, it will be necessary to independently finalize the enrolment with the foreign university in the time and manner specified by it.

6. During the period abroad

Upon arrival at the foreign University, it is the student's responsibility to verify that the courses selected and approved in the Learning Agreement are actually delivered and that there is no overlap with the other courses indicated in the study plan. In case of problems, the student, **within three weeks after the beginning of courses** may propose a change in the courses to be taken abroad by submitting a new Learning Agreement - **in this regard, if students modify the Learning Agreement after the mobility has started, they are required to indicate the start date of the courses in the note field.**

7. Return to Luiss University

After the student's return to Luiss University, foreign universities will have the **transcript of records (ToRs)** sent by mail or e-mail to freemover@luiss.it. The time required depends entirely on the host institution and without Luiss University having any control on the matter. The Student Mobility Office will take care the conversion of grades. It should be borne in mind that at most foreign universities there is no possibility to reject the grade awarded for an exam.

Upon return from the semester abroad and after receipt of the transcript of records, verified by the Student Mobility Office with the assistance of the Academic Coordinators as regards respectively the content and regularity of the certification exhibited, the grades will be converted to thirtieths, based on ad hoc tables approved by the International Student Relations Commission. The conversion is exact without any rounding off. **Students may submit a request to their own Academic Coordinator to decline the grade but solely for marks between 18 and 24 included.**



Exams must be taken at the host universities according to the arrangements, procedures, rules and dates of the individual institutions. It is not possible to have **retakes** or **proctoring exams** organized at Luiss University upon return for exams not passed abroad. Any **retakes** must be taken at the host institutions, if scheduled.

In case of failing or withdrawing from the course abroad, students will have to sit the relevant exam at Luiss University in accordance with the regular exam sessions set out in the Academic Schedule and published on the University's website. If a compulsory course is involved, the student must sit the exam for the corresponding Luiss University course as set out in the learning agreement. If an elective course is involved, the student will have to inform the Student Office and indicate which Luiss University elective he or she wishes to sit to replace the elective abroad that was failed or not done.

If, as a result of failing some exams abroad, the number of foreign credits falls below 80% or 100% (according to the LA structure) of those awardable by the set of Luiss courses that the courses abroad were supposed to replace, the Academic Coordinator may modify the student's study plan so as to achieve the required minimum credit balance. To this end, the Academic Coordinator may then change the association of any compensatory courses initially paired with other failed courses or, if there are none, cancel one or more of the previously approved Luiss recognitions and use the corresponding foreign courses to compensate for other courses.

In any case, Luiss courses for which there were compensatory courses abroad that turn out not to have been passed will not be recognized.

Language courses erroneously added in the LA as elective or core/mandatory courses will be **canceled** at the end of the mobility.

If the Transcript of Records includes courses not approved prior to the student's departure or during