

**Luiss**

Libera Università Internazionale  
degli Studi Sociali Guido Carli



**Erasmus+**

# **International Exchange Programs**

## **Erasmus+ and non-European Countries**

Regulations for Outgoing Students  
A.Y. 2025-2026

# LUISS



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**All students selected for a study abroad program must carefully read this document and clarify any doubts with the Student Mobility office staff before departure.**

## 1. Notice – Withdrawal from the Assigned Exchange Placement

By submitting their application under the terms of the call for applications, **the student has committed to participating in and completing the exchange program** if assigned any of the requested destinations.

Under no circumstances is it possible to exchange the assigned destination with another student.

**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>), stating the reason and attaching any supporting documentation.

A **withdrawal** made at any time after the publication of the selection results **will be reported to the Deputy Rector for Teaching and Quality**, who, after consulting the Dean of the relevant School, will assess the reason for the withdrawal. If deemed inadequate, the Deputy will inform the **President of the Graduation Examination Committee**, as it may impact the evaluation of the student's overall academic record.

**Withdrawing from the assigned destination implies forfeiting participation in the exchange program for the 2025-2026 academic year and is irrevocable.**

## 2. Erasmus+ App (for Participants in an Erasmus+ Exchange)

The Erasmus+ App will guide you through your mobility journey and enable you to find all the relevant information and services to make your exchange more fruitful and smooth.

Browse through the public feed full of tips and stories from your peers as well as events and discounts offered by student organizations!

Or [log in](#) and take advantage of the Erasmus+ Journey that will offer you step-by-step guidance and information throughout the mobility—before, during and after the exchange.

The Erasmus+ App is brought to you by the European Commission as part of the *European Student Card Initiative* established to digitize and simplify the administrative procedures in student mobility!

**Click and exchange your world!**

For further information go to <https://erasmusapp.eu/> and download the app directly from the store of your preferred device.

Discover all the features of the app [here](#).

### 3. Online Learning Agreement for Course Recognition

Selected students must submit a **study plan** with the courses they wish to attend abroad to their Academic Coordinator by completing an **online Learning Agreement** through the **Web Self-Service** platform, within the deadlines specified in the document “**Learning Agreement Submission Deadlines**” (available online [here](#)). To this end, students are requested to review the submission guidelines outlined in the **Technical Guide for the Learning Agreement**, available on the university’s website and sent via email to all applicants.

The Academic Coordinators are:

**Business and Management Area:** Prof. Cinzia Calluso, Prof. Fabrizio Core, Prof. Lucia Pierini

**Economics and Finance Area:** Prof. Alessia Caponera

**Political Science Area:** Prof. Francesco Cherubini

**Law Area:** Prof. Pietro Pustorino

Students **must not** contact the delegates via email but should submit their course recognition proposals exclusively through the Web Self-Service platform.

Before submission, students must carefully review the course offerings and enrolment conditions on the host university’s website. It is also recommended to consult the “**Courses**” section available in the “**Partner University Portal**” (questionnaires and fact sheets) on <http://intranet.luiss.it/>.

Students should pay close attention to the following:

- Which courses are available to international students and whether there are any restrictions.
- Whether it is possible to select courses from different academic years, levels, or combine different programs or specializations.
- Whether there are prerequisites or if courses have limited enrolment.

The course recognitions granted in previous academic year (collected in specific lists for each host institution) serve as a **historical reference only** and **do not constitute a binding precedent**. While they are a useful tool for drafting the Learning Agreement, final approval always remains at the discretion of the Academic Coordinator of the respective area.

Students must compare the courses offered by the host institution with those in their own study plan, carefully reading the course syllabi and verifying the corresponding **ECTS credits**.



Under no circumstances can courses be recognized if they do not include a **graded assessment** but only indicate a general **pass/fail** result. This applies even if the course is paired with another foreign course that does include a grade. Similarly, online courses taken with the host institution **cannot be recognized** under any circumstances.

The responsibility for drafting course recognition proposals in accordance with these regulations lies with the individual student. **Any course associations violating these regulations may be annulled upon return from mobility during the course recognition phase, even if they were mistakenly approved by the Academic Coordinator.**

Students should prepare a broad range of course proposals in case their Learning Agreement is rejected by the Coordinator. In case of non-approval, they must submit a revised proposal **within 24 hours** of receiving the notification email.

Failure to meet the submission deadlines may **jeopardize participation in the exchange program.**

For submission, students should select courses for which recognition appears **most feasible.**

#### *Criteria for Drafting the Learning Agreement*

Students must submit a study plan to be completed abroad, totaling approximately **30 ECTS credits**. For bilateral agreements, a balancing table is [available online](#) to assess equivalency with **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 five 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 that is not included in the list of courses convertible 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** from the first seven semesters of the degree program, as well as the two mandatory profile courses not selected as Core Abroad.

*Elective Abroad* and *Core Abroad* courses will be recognized with their 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 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:

**I. Management and Computer Science**

- **Business Cyberlaw** (*IUS/04: Commercial Law*) = **EMA 1**
- **Business and Marketing Analytics** (*SECS-P/08: Business Economics and Management*) = **EMA 2**

- **Finance and Financial Technologies** (*SECS-P/09: Corporate Finance*) = EMA 3

## 2. Amministrazione, Finanza e Controllo:

### AFC – Aziendale:

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

### AFC – Professionale:

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

## 3. Data Science and Management

- **Big Data and Smart Data Analytics** (*SECS-S/01: Statistics*) = EMA 1
- **Privacy in the Digital World** (*IUS/01: Private Law*) = EMA 2
- **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* nor requested from the coordinator; 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.

The *vincolo di propedeuticità* (requirement of preparatory courses) is lifted for courses recognized under the scope of the study abroad mobility program. Therefore, it is possible to obtain recognition abroad even for courses that require preparatory courses when taken at Luiss.

**An overall credit balance must be achieved:** the total credits earned abroad, considering only exams for course credit (therefore excluding additional courses, *corsi liberi*), must be at least 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 in order to rebalance the plan.

You can **check the balance** through the following online tool: <https://t.ly/8aSAF>.

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.

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

*Learning Agreements* of students heading to an Erasmus location will be transmitted digitally for countersignature to the host university through the Erasmus Without Paper system. The system generates a notification when the *Learning Agreement* is signed by the host university through this system.

However, obtaining the signature of the *Learning Agreement* from the host university is not necessary for students participating in a bilateral exchange.

## 4. Changes to the Learning Agreement

Each university has its own registration procedures for courses, which usually differ from those of local students. The host university provides instructions, typically via email, to all interested students: it is essential to regularly check email to stay updated on this matter.

**Students must verify the availability of the courses approved in the Learning Agreement** by the coordinator before departure and follow the necessary procedures to enrol in them. Until the courses are officially registered and the Learning Agreement is approved by the host university, the document does not guarantee the courses listed. In fact, spots for incoming students in individual courses are often limited, and there is usually a registration process based on a first-come, first-served basis or via a bidding system. Students are advised to strictly follow the host university's enrolment procedures and act promptly.

The initial *Learning Agreement* approved before departure is, therefore, provisional. This is because the information available at the time of submission often pertains to the current academic year's course offerings (before the mobility year).

If any of the selected courses are unavailable, students must submit a new Learning Agreement within a maximum of three weeks from the start of courses, following the deadlines and procedures set by the host university. In this case, if a student modifies the *Learning Agreement* after the exchange has started, they are required to indicate the start date of the courses in the "notes" field.

A new *Learning Agreement* can only be submitted when modification is unavoidable (e.g., due to changes in the host university's course offerings, course schedule overlaps, or lack of spots in the courses). Students must access their Web Self-Service area and click on the "New Learning Agreement" button, following the instructions for submitting the *Learning Agreement* online available on the website.

- It is important to note that **no more than 36 ECTS credits (Luiss) can be recognized** per semester. For students in the single-cycle Law degree program, the maximum number of courses that can be recognized at Luiss is **five per semester**.
- **Students are required to submit their Luiss study plan** (i.e., elective choices and profile/track) by following the instructions on the website and within the deadlines set by the Student Services Office.
- **Note:** If two (or more) exams abroad are necessary to obtain recognition for a single Luiss course, **all exams must be passed to receive the recognition**. If this is not the case, the exam taken abroad without compensatory courses will only be recognized as an elective course.

- **Note:** Once the period for modification (three weeks from the start of courses) has passed, the Learning Agreement cannot be modified in any way.

It is advised to allow at least three working days for the coordinator—who must handle numerous requests—to evaluate the proposal.

Once approved by the coordinator, the *Learning Agreement* (for students in the Erasmus mobility program) must be signed by an authorized person from the International Relations office of the host university. This process will occur automatically through the EWP platform.

This document is required to obtain the scholarship and proceed with the recognition of exams at the end of the exchange.

## 5. Filling Out the Luiss Study Plan for the A.Y. 2025-2026

The study plan must be completed online through the Web Self-Service, generally in June. The deadlines and procedures will be indicated on the website.

**Note:** Students participating in an exchange program and enrolled in the *International Relations and Policies and Governance in Europe* programs, which require a Study Plan Abroad, must select it.

In all other cases, if the degree program does not include this requirement, students must choose a track/profile/major that aligns with the Core Abroad courses they have selected abroad.

In the Luiss study plan, students must insert one or more **Elective Abroad**, **Core Abroad**, or **Mandatory Abroad** courses (consistent with what is listed in the Learning Agreement) without selecting a specific elective or core Luiss course. Upon receiving the Transcript of Records and completing the grade conversion procedure, the Student Office will record these courses with their original names as indicated in the Learning Agreement, along with the number of credits assigned to them by the respective Luiss curriculum (6 or 8 ECTS).

**For students enrolled in the second year of *Giurisprudenza*** who have included **Core Abroad ECO1**, **ECO2**, and/or **ECO4** (as replacements for courses in the fourth and fifth-year profiles), the Student Office will add these to the study plan when registering the exams taken abroad. Students must confirm these courses in subsequent study plan submissions for their fourth and fifth years. It is not possible to select other courses or take other exams to replace what has already been recognized.

**Students enrolled in the third year of *Giurisprudenza*** who have included **Core Abroad ECO1** and/or **ECO2** (as replacements for courses in the fourth-year profile) must select these courses when completing the Luiss study plan. If they have included **Core Abroad ECO4** (as a replacement for the fifth-year profile exam), it will be added by the Student Office when registering the exams taken abroad. Students must confirm this course in their subsequent study plan submission for the fifth year. No other courses or exams can be selected to replace those already recognized.

**Students enrolled in the fourth year of *Giurisprudenza*** have included **Core Abroad ECO4** (as a replacement for the fifth-year profile exam) must select it when completing the Luiss study plan. If they have included **Core Abroad ECO1** and/or **ECO2** (as replacements for any fourth-year profile courses they have not already taken), the Student Office will update the study plan accordingly when registering the exams taken abroad. No other courses or exams can be selected to replace those already recognized or completed.

**Students enrolled in the Bachelor's degree in *Economics and Management*** must pay attention to selecting the correct **Core Abroad** course that corresponds to what is indicated in the Learning



Agreement, taking into account the respective number of credits. This degree program includes **Core Abroad** courses with varying credit values (6 or 8 ECTS).

Students enrolled in the degree programs in **Management and Computer Science, Data Science and Management**, and **Amministrazione, Finanza e Controllo** must carefully choose the **Mandatory Abroad** course that corresponds to the one listed in the Learning Agreement.

If a student fails an exam for a course taken abroad, it is their responsibility to inform the Student Office upon returning, indicating which exam needs to be taken at Luiss as a replacement from the available list of courses offered by their School that have not yet reached the maximum number of elective selections, or from core courses for the relevant profile. The corresponding Luiss **Mandatory Abroad** courses that were not passed abroad do not need to be selected from a list, as they already correspond to specific mandatory Luiss courses.

Elective and core courses entered into the Luiss study plan cannot be similar (in title and content) to any other course taken abroad and recognized at Luiss.

Students wishing 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 which courses abroad they need confirmation from the Academic Coordinator to ensure they fit within the required scientific-disciplinary sector.

## 6. Attendance at Luiss Language Courses

Students participating in a study period abroad through the Erasmus+ program or a Bilateral Exchange will be excused from attending mandatory and optional language courses during the actual period of their study abroad.

In general, it is recommended that students inquire at the host university about the possibility of attending language courses related to their study plan in order to not only maintain but potentially improve the language skills they have acquired.

Some language courses at Luiss will be conducted online, while others will be held in person.

- **For online classes:** Depending on the courses students are required to take abroad and the potential time zone differences, students can participate in the lessons remotely and take the end-of-semester test online. Before the classes begin, students will receive an email from the Language Center at their Luiss institutional email account (@studenti.luiss.it) with course details: group name, schedule, and the virtual classroom link.
- **For in-person classes:** If students are unable to attend online lessons remotely, they can follow the course material online with supervision from the instructor and stay up to date on the program through the Luiss Learn platform.

In both cases, students are advised to bring the textbooks from any language course they completed in the previous semester.

Upon their return to Luiss, if the language course continues, students will be assessed to ensure proper reintegration into the corresponding groups. If the language course is not part of their study program at Luiss, they will take a final exam upon their return, which will allow them to earn credits for the language activity.

Language exams taken abroad will be evaluated on a case-by-case basis by the University's Language Center.

For all information regarding language courses, students should contact the University Language Center at [cla@luiss.it](mailto:cla@luiss.it).

## 7. Degree Grade Bonus and Additional Courses

Based on the resolution of the Academic Senate, students enrolled from the 2019/2020 academic year onward who participate in the Erasmus+ program or a Bilateral Exchange will receive a **0.5-point bonus** on their graduation score, provided that, during the exchange, they have taken and passed exams recognized as at least two **Luiss courses** (excluding additional or language courses), whose credits contribute to the total required for graduation.

Grades from additional courses (*corsi liberi*) taken abroad will **not** be counted in the weighted average calculation in any way.

## 8. Administrative Deadlines at Luiss Guido Carli

All administrative procedures must be completed within the established deadlines during the period of absence from Luiss Guido Carli (e.g., online submission of the study plan, enrollment at Luiss Guido Carli, payment of tuition installments, possible enrollment in Luiss additional courses [*corsi liberi*], etc.).

## 9. Application to the Host University

All partner universities require an application procedure from visiting students to be completed before arrival. This procedure includes submitting an **application form**, either in paper or electronic format (more often electronic, so it is recommended to regularly check your Luiss email), with all the student's relevant information. This may sometimes be accompanied by additional documents such as a copy of an identity document, an updated transcript of records (in English), a curriculum vitae, a language letter, a reference letter from a professor, a photo, etc.

**The transcript of records** (certificates of completed exams) **must be requested in advance from the Student Office**, following the procedures outlined at the following link:

<https://www.luiss.edu/students/student-office/bachelors-degree-programs/requesting-and-issuing-official-documents>

- Luiss graduates who also wish to obtain the transcript of records for their bachelor's degree must indicate it in the "Other (please specify)" section of the module provided on the website.

If you obtained your bachelor's degree at another university, we invite you to request the degree certificate directly from the relevant office of the university where you earned your degree.

The Student Mobility Office will issue the **language letters** required for the application to the host university, provided that the foreign institution does not require a specific external certification as stated in the call. In such cases, even if students already possess an external certification, they must still **attach the language letter** for the host university's application.

Often, during the application process, students may also apply for housing. However, it should be noted that not all institutions can offer accommodation to visiting students. It is therefore advisable to consult the host university's factsheet and website for useful information regarding housing and application procedures.

Students are responsible for informing themselves about the documentation required by the host university to prepare their application and for completing all procedures within the deadlines set by the assigned institution. Failure to comply with these procedures and deadlines may result in exclusion from the exchange program.

Information regarding the completion of the application is usually sent directly to the student by the host university or can be found in the "*modalità di ammissione*" section on the Partner University portal within the Luiss Intranet, as well as in the factsheets and on the websites of the foreign institutions.

Each university has its own deadline for submitting the required documentation. The same institution may have different deadlines depending on the department or school to which the student belongs.

Some universities have particularly tight deadlines for receiving applications; therefore, students must take action to complete the procedures in time.

After receiving the application forms, partner universities will notify students of their admission—provided they have met the deadlines and requirements—either directly via email or post, or through the Luiss Student Mobility office.

For bilateral exchange students, the acceptance letter is required to apply for a visa. Therefore, it is strongly recommended to complete the application process as soon as possible.

Throughout all these stages, Luiss Student Mobility will provide assistance to students while ensuring that **each student remains individually responsible for completing all procedures within the required deadlines.**

## 10. Useful Information for Filling Out Application Forms

Useful information for filling out application forms at host universities:

- The **Sending Institution or Home University** is:  
**Luiss Guido Carli**  
Student Mobility  
Viale Romania 32  
00197 Rome - Italy  
Tel.: +39 06 8522 5642  
Email: relint@luiss.it
- The **Erasmus Code**, if requested, is **I ROMA03**
- As regards Luiss the **Erasmus Institutional Coordinator**, the **Responsible Person at the Sending Institution** or the **Contact Person** is:  
Dott.ssa Annamaria A. Ricciardi  
Head, Student Mobility  
Erasmus Institutional Coordinator  
Viale Romania 32, 00197 Rome - Italy  
Tel.: +39 06 8522 5642  
Email: relint@luiss.it
- **Names of the Luiss study areas in English and Erasmus codes:**  
Area of **Business and Management** (Impresa e Management)  
ISCED Code: 0410  
Area of **Economics and Finance** (Economia e Finanza)  
ISCED Code: 0311  
Area of **Political Science** (Scienze Politiche)  
ISCED Code: 0312  
Area of **Law** (Giurisprudenza)  
ISCED Code: 0421

## 11. Erasmus+ / Bilateral Exchange Medical Insurance

All Luiss students benefit from a policy which guarantees coverage for injury and civil liability.

### Students destined to EU countries and Norway

It is required to bring your European Health Insurance Card with you; in its absence, a substitute certificate must be requested from the competent ASL (*Azienda Sanitaria Locale* – Local Health Department).

For students participating in the Erasmus+ program, Luiss will provide additional insurance coverage for medical expenses, assistance on travel (including repatriation for health issues) and luggage protection.

It is recommended that outgoing students take out insurance that covers residual aspects, depending on their personal situation and host location, such as civil liability related to using non-motorized vehicles.

Some universities (e.g., Universidad de Salamanca), even though they are universities in the European Union, compulsorily require that their own insurance be purchased, in addition to that of Luiss or any other insurance taken out independently by students; or some others require that, for the insurance to be valid, it be certified in the local language (e.g., Université Montpellier).

### Students destined to non-European countries

These students must take out insurance that covers health expenses, medical care, possible hospitalization, and that meets all further conditions required by the host institutions.

**It is advisable to check those conditions in advance and where possible to take out insurance policy directly through the host institution, whenever possible.** Some Institutions require the insurance policy to be taken out directly through them. It is usually possible to find the relevant information on the Università Partner section of the Luiss Intranet or on the host university's website.

Further information is also available on the Ministry of Health website: Se parto per... (Italian only)

The MAECI (Ministry of Foreign Affairs of Italy) recommends considering purchasing an insurance **policy** that covers, in addition to medical expenses, emergency repatriation flights or transfer to another country. Likewise, it is advisable to consider a policy covering travel expenses.



## 12. Accommodation

Not all partner universities guarantee an accommodation service. Many universities provide contact details for private agencies that furnish the service for exchange students. Many other partners do not guarantee any form of accommodation, be it in dormitories, halls of residence or private dwellings.

**Luiss** relies on the accommodation arrangements organized by the various host universities, which obviously have greater local knowledge. Luiss may well provide information on accommodation procedures but does not directly handle arrangements and cannot directly assure that accommodation will be found.

Obtaining information on availability, procedures, and deadlines for the accommodation application is **each student's responsibility**.

To further support outgoing students, Luiss has made an **agreement** with **Housing Anywhere**. To take advantage of the deal students must register to the platform through [this page](#).

Other useful portals for locating accommodation abroad are:

<https://erasmusplay.com/en/>

<https://www.spotahome.com/it> -30% Luiss promo code: LUISS30

<https://www.airbnb.com/>

<https://www.uniplaces.com/>

<http://www.wg-gesucht.de/en/#> (accommodation in Germany)

Before making any booking through a portal it is advisable to carefully read the general and special terms and conditions.

Students are invited to pay attention to online scams and take due precautions.

The standard of accommodation options offered to exchange students and university residences abroad may be lower than Italian and Luiss residences. Students with special needs should take this into account and, if deemed appropriate, seek accommodation on their own.

## 13. Learning Disorders and Disability

Students with certified learning disorders (dyslexia, dysgraphia, dyscalculia, etc.) or disability usually benefit from **compensatory measures** at Luiss.

Regarding learning disorders specifically, in most cases it is possible to obtain the same compensatory measures used at Luiss also at the Host Institution. To make sure of it, however, we recommend selected candidates **contact** the Student Mobility office and provide all relevant documentation to allow for a formal request to be filed with the host institution.

We urge applicants to **promptly** report their condition to the office so that we can try to ensure the most appropriate reception possible by the host university.

## 14. Getting Ready for Departure

After nominations and receipt by partner universities of application forms, direct correspondence between Luiss students and Host Universities will begin. **Students will need to check their e-mails constantly**, also paying attention to the spam and secondary message boxes.

**Students must carefully read all communications received and follow host university instructions and deadlines.** All formalities must be completed in good time without waiting until the last minute or deadline day. Otherwise, in some cases, students risk losing out on accommodation or not being able to register for their preferred courses. It is recommended that students **keep a copy of all documentation** received and correspondence exchanged.

### Preparing for cultural differences before departure

It is essential to prepare for departure, especially if the study period abroad will take place in a non-European country—we recommend it for European destinations as well. Preparation will be important to face the semester in a more serene way, to be able to manage cultural differences constructively and without criticism. Before departure, we recommend doing research on the country of destination and on the culture and the differences from our country. It is helpful to look for useful tips on daily life (e.g., how to say hello, whether to tip in restaurants, etc.), read books, consult travel blogs, contact people who have lived in the same country, read reports from other students, learn some words of daily use in the language of the country. It may be interesting to research non-verbal communication in different cultures and gestures with different meanings in different countries.

After preparing for the cultural differences between countries and having learned the local customs and traditions, it will be essential to respect them during the semester abroad. No culture is better or worse than another and differences can provide a great opportunity for personal growth. It is important to try to fit in, be flexible, see the bright side of things, communicate in a friendly and non-judgmental way, and express empathy.

We also recommend carefully reading the information and suggestions provided by the host universities.

## 15. Visas and Host University Acceptance

Students selected for non-Schengen destinations must **apply for a visa**. Among the required documents a **letter of acceptance from the host university** will certainly be necessary. In the majority of cases these letters will be sent to Luiss Student Mobility. Students should **collect them as soon as possible** and **then visit the competent Consular body as a matter of urgency**. For some countries **at least three weeks are required to obtain a visa**. Information on the procedures to follow and the documentation to prepare can be found on the websites of the partner universities and the relevant embassies.

For applicants without citizenship of an EU member country, the requirements for access to a given location may be subject to the immigration policy of the host country. The United Kingdom, for example, mandatorily requires such applicants to present an English certification of a certain type. You are advised to check carefully whether there are such specific requirements for the countries in which you are interested.

## 16. Erasmus+ and Bilateral Exchange Grants

Student mobility agreements are based on a principle of reciprocity and allow students from both institutions involved to undertake a period of study without paying tuition fees to the partner institution. Instead, the student bears the costs of travel, food, lodging, insurance, textbooks and any application or housing fees.

For students participating in the international exchange program, however, there is the possibility of receiving a financial contribution intended essentially to cover travel and higher cost of living expenses and not the full costs of studying abroad.

The amount of this contribution, the source of funds, and the timing of disbursement vary depending on whether it is an Erasmus+ or bilateral exchange. In both cases, the release of the grant is still conditional on confirmation of funding by the EU, for Erasmus mobility, and by Luiss, for bilateral mobility.

Grant payments will be made by **bank transfer**. All students are required to provide **by May 31** an **IBAN CODE** (either of a checking account or of a prepaid card enabled to receive transfers) via the online form that will be sent by Luiss Student Mobility. The account or card must **necessarily be in the name of or at least co-owned by the beneficiary student**.

### Notes for students participating in an Erasmus+ exchange

An EU-funded grant is provided for exchanges that take place under the European Erasmus+ program. The actual disbursement of the contribution is conditional on the allocation of funding to Luiss by the Erasmus National Agency. If confirmed, the relevant amount will vary depending on the actual duration of the exchange and the country of destination according to the following table— unless modified by the National Agency:

| Group   | Amount        |
|---|---------------|
| GROUP 1 (HIGH cost of living)   |               |
| Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, United Kingdom*, Sweden. | €400,00/month |

GROUP 2 (AVERAGE cost of living)

Cyprus, Estonia, Greece, Latvia, Malta, Portugal, €350,00/month  
Czech Republic, Slovakia, Slovenia, Spain.

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GROUP 3 (LOW cost of living)

Bulgaria, Croatia, Hungary, Lithuania, North €300,00/month  
Macedonia, Poland, Romania, Serbia, Turkey.

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In general, given the increase in student mobility, European funds may not be sufficient to cover the entire exchange period. Therefore, even if funding is confirmed, it may not be possible to guarantee a scholarship for the full duration of the exchange. However, students will still receive the minimum amount guaranteed by the European Union, which is two months' worth of funding.

\*The United Kingdom is considered a partner country rather than a full participant in the Erasmus+ program. As a result, Erasmus+ grants for UK exchanges will only be provided if the funding received from the European Commission is sufficient. Otherwise, **these grants will be covered by Luiss funds, similar to bilateral agreements, provided the necessary funding is confirmed.**

Depending on the allocated funds, a travel grant may be available, with the amount determined based on the distance to the host institution rather than the actual travel costs incurred.

To reduce the environmental impact of the program, the European Commission may also offer a small additional contribution for "green travel," provided that students use only sustainable transportation, such as trains or buses, to travel between Italy and their host university.

The confirmation and allocation of EU funding will take place during the summer of 2025. Students will then receive the **Erasmus+ Mobility Agreement** for study purposes and the **Erasmus Student Charter**. This agreement will include detailed information on the amount of financial support granted. The Erasmus agreement must be signed before departure.

At the end of the Erasmus period, students must complete the mandatory **European Union online report (EU Survey)**. Erasmus financial contributions will be disbursed by the relevant office at Luiss Guido Carli upon receipt of EU funds.

### **Guidelines for Students Participating in a Bilateral Exchange**

Students selected for a study period at a non-European partner institution will receive financial support through Luiss funds at the end of the exchange, provided that funding is confirmed. More details will be available in the fall of 2025.

Students assigned to a location in Switzerland fall under the **SEMP** (Swiss-European Mobility Programme), which provides specific financial support. In this case, the grants awarded by the Swiss Federation will be communicated to the relevant students by the host universities, as the procedure for allocating financial contributions is responsibility of the host institution.

## 17. Additional Contribution

It is recommended that all students departing for exchange check the calls on the [Financial aid and loans](#) page of the Luiss website.

For student mobility in the 2025-2026 academic year, MUR (Ministry of University and Research) funds will be available to supplement the Erasmus+ / Bilateral scholarships. **The scholarships will be awarded based on ISEE (Equivalent Economic Status Indicator)** until the funds are exhausted. Further details will be communicated between May and June.

For students with disabilities (above 67%), an additional contribution of €250.00 per month will be added to the individual Erasmus+ mobility contribution. These students are required to submit the relevant certification by May 15, 2025.

## 18. Language Warm-up Before Going Abroad

In getting ready for departure, it is advisable to brush up on the language of the host university, by revising grammar and practicing speaking and writing skills. Suggestions include watching films and TV in their original language, visiting websites of newspapers and magazines from the relevant country, engaging in conversation and doing written exercises. The key is to do it constantly every week.

Information on how to write an essay in English can be found at: <https://essayinfo.com/>

**Brushing up on one's language skills** before departure is **recommended for all students**, regardless of their level or language, because even students with a high level can benefit from practice.



## 19. Security Abroad

### Luiss Safety Check and Viaggiare Sicuri

The Luiss App includes a Safety Check function, with the aim of providing a service to protect students undertaking an exchange experience at foreign universities with which Luiss has entered into cooperation agreements.

The service is integral with the “*Viaggiare Sicuri*” e “*Dove siamo nel mondo*”, sponsored by the Unità di crisi of the Italian Ministry of Foreign Affairs.

The Ministry of Foreign Affairs in case of emergency abroad recommends following this procedure:

*In case of attacks or other grave circumstances*

- Avoid the concerned area or, if you are nearby, quickly flee towards a safe place.
- Stay temporarily in your house, stay informed through media and follow the directions of local authorities.
- If possible, try to seek help from and/or provide your location to the local Italian consular body.
- Inform your family about your safety and invite them to inform the *Unità di Crisi*.
- If telephone communication is impossible, use social media.

### **Activate the trip within the Luiss App**

All students who are about to leave for a mobility program abroad **are required to activate their trip within the Luiss App**. To do this, students must update their profile by adding at least one contact number, either a mobile phone or a landline. The trip can be modified or interrupted at any time, and all information will be displayed in the travel list available on each user’s profile.

### Before departure

- Check the mandatory and recommended vaccinations to enter the destination country.
- Find information on uses, customs and laws of the country of destination by consulting travel guides or the site: <http://www.viaggiaresecuri.it/home.html>.
- Take note of the Italian embassy or consulate in the destination country. Record address, telephone numbers and emergency telephone number; write down this information on your mobile phone and in your passport, saving them securely online.
- Include an emergency contact in your passport.
- Check with your provider that your cell phone works abroad.
- Leave your contacts abroad with friends and family.
- Send the foreign address and contact details to the Student Mobility office.
- Make sure you have different payment methods available.
- Check the validity of your driving license if you need to drive abroad.
- Make multiple copies of your passport, travel documents and useful numbers, also save them online.
- In consideration of your health conditions, also bring copies of the usual medical prescriptions with you.

### During the mobility

- Always think about what you are doing, trusting your instincts.
- Do not display valuables.
- Be careful when taking photographs, shooting videos, observing with binoculars; these activities may be misunderstood by local authorities, especially near military installations.
- Respect the customs and sensitivity of the host country.
- Periodically give news about yourself to your contact in Italy.
- Check the host country's food and plant import/export rules.
- In the event of a serious attack, armed insurrection or state of war, stay temporarily in one's homes and try to communicate one's position to the Italian diplomatic mission on the spot, to one's family and to the university. Maintain a prudent attitude and keep yourself updated on the evolution of the security conditions in the country, contacting the Italian Embassy if necessary and scrupulously following the instructions of the local authorities.
- Comply with safety and security instructions received from host location contact persons.

## 20. Environmental Footprint

The impact of the transportation sector on the environment is very high. In Europe it is the cause of about one third of the total energy consumption and of a fifth of greenhouse gas emissions, in addition to other types of emissions responsible for urban atmospheric pollution.

Sustainable mobility is a model that entails a green transportation system that allows for the reduction of the environmental impact.

Students preparing to travel abroad for the Erasmus program can reduce the environmental impact with sustainable mobility to reach the host universities and for trips during their period of study abroad.

The airplane is the most polluting means of transport. Train remains the most respectful way to move around Europe, in terms of greenhouse gas emissions. Some help to the environment can certainly be brought by giving up a few flights, in favor of more sustainable means such as trains or buses.

If giving up flights is not possible, the least polluting ones can be chosen. Some search engines already highlight, with a green rectangle, which flights produce less CO<sub>2</sub> for the chosen route.

Further ways to try to make the flight more sustainable are:

- Avoiding short trips (e.g., the train can be taken to travel from Rome to Vienna, to reduce CO<sub>2</sub> emissions by over two thirds).
- Flying non-stop with direct flights; flying non-stop saves energy, because takeoffs require a lot of it, about 25% more than when the aircraft flies at cruise speed.
- Using green airports. These are airports that have recycling programs, sustainable buildings, acoustic pollution reduction programs, airport vehicles emission control.
- Flying economy. Transporting more people makes fuel usage more efficient.
- Lightening luggage, so as to reduce load and increase efficiency.
- Choosing travel agencies that compensate carbon emissions.

Some measures that can be taken to reduce the urban carbon and environmental footprint are:

- Moving on foot.
- Cycling.
- Moving with public means of transport: buses, trams, metro.
- Using shared private means of transport: car pooling and car sharing.

Walking and cycling are not just about mobility, they also help connecting with other people.

To get a sense of the environmental impact caused by the various types of consumption (at home, while moving, travelling, etc.) you can estimate your green footprint [here](#).

In line with the objectives and university policies, established by the European Charter signed by Luiss, all participants to the program are invited to be mindful of the **environmental impact** of their actions and choices (for instance by preferring electronic documents to the papers ones whenever possible, choosing and using recyclable materials and ensuring their proper disposal, using public transportation, etc.).

Inspiring a **civic sense** in students and involved staff is among the objectives of the program, to set an example for others and all citizens.

The Erasmus program shares and upholds the Sustainable development Goals set for 2030 by the United Nations, contributing to a greener, equitable and fair society. Ensuring that Europe can continue to grow and improve in a viable way is crucial for our future.

For further information please refer to the following sources:

- <https://www.greenerasmus.org/after-mobility/travel>
- <https://gceurope.org/work-areas/clean-mobility/>

## 21. Arrival at the Host Institution

**The date of arrival communicated by the host university must be complied with.**

It is necessary to inform the host university of the exact date of arrival, **if required**.

Upon arrival it is essential to:

- Activate your trip on the Luiss App (*Dove siamo nel mondo*)
- Fill out the form available at the following link:  
<https://goo.gl/forms/rfpfYi5FbLNNZYzZ2>
- Send the signed Erasmus or Bilateral Certificate of Arrival/Departure. Erasmus students should also send us a copy of the travel document.

## 22. Foreign University Education System

The teaching approach in universities abroad is different from that in Italy; typically, it is more practical and less theoretical.

Class hours, on average, are no more than three per week for each course. Individual work, group work, case studies and project work are periodically required. **Fewer lecture hours should not be mistaken for a lighter workload.** Abroad, students are expected to do more individual work outside of class hours.

Examinations are usually written; there is usually a single date, and examinations take place within a maximum time frame of two weeks. Therefore, it may happen that even two may have to be taken on the same day. It is advisable to start studying from the first few weeks and not wait until the exam period.

## 23. Potential difficulties on arrival or during the period abroad

The novelty of the experience, *being away from home for the first time*, initial language difficulties, adapting to a new country, or dealing with bureaucratic procedures upon arrival may pose some challenges for certain students. However, these issues are almost always solvable. The key is to be well-prepared, maintain an open and positive mindset, and push through the first few days. Students are advised not to let their emotions overwhelm them, to stay calm, avoid anxiety, and approach any problems rationally. Once the initial adjustment phase is over, the study abroad experience will be highly rewarding.

To quote from the report of an Erasmus student: *“If I had to give words of advice to a student heading off on Erasmus, it would be to go with peace of mind because it will definitely turn out to be a wonderful and enriching experience. Be patient: you might be feeling a little lost and lonely at the very beginning but in the space of a few days you’ll start to find your feet and socialize right away”*.

Students can count on the support of Luiss Student Mobility, before departure, during the study period abroad and after their return to Italy. For problems of any type students can always contact both Luiss Student Mobility and the corresponding office at the host university.

### Cultural shock

Traveling and discovering new places is undoubtedly an exciting experience. However, during a longer or shorter study period abroad, it is natural to sometimes feel disoriented or worried. This may stem from unfamiliarity with the language or local culture, the challenge of rebuilding friendships, the pressure of passing all planned exams, the distance from family, or the fact that the experience differs significantly from the familiar standards of one’s own culture.

In any case, individuals exposed to an unfamiliar culture or environment without adequate preparation may feel confused, uncertain, and, at times, even anxious.

### Useful tips

- If in trouble, get help! Obtain information about the Tutoring Service or the Psychological Counselling Service of the host university or write to the staff at Luiss.
- Try to get more involved in social activities, and to this end before leaving home check out the activities provided by the host university. Socializing is highly necessary for effective synergy between different people in order to achieve a pre-determined goal.
- When students change their habits, their academic performance may ‘slow down’ initially.

- There may be different teaching methods, new classmates, and unfamiliar exam procedures to learn. It is important to allow yourself time to prepare for life in this new academic environment. In other words, despite the personal goal of passing all exams, sometimes pre-set objectives and conditions may need to be reconsidered. When planning the exams you intend to take abroad, seek advice from your university tutor to create a realistic study plan.
- Before your departure ask your university questions on the challenges you will be faced with during the process of adapting to the new culture.



## 24. Duration of the Study Period Abroad

All exchange students are expected to **stay abroad throughout the entire duration of the semester, until completing their exams**. In any case, for no less than two months (60 days)—the minimum duration determined for the Erasmus+ program.

## 25. Grades Awarded Abroad – Exams

Exams must be taken at the host universities according to the modalities, procedures, rules and dates established by the individual institutions.

Only **the grades officially transmitted** to Luiss by **the host University**, expressed according to the grading system of the country in which the study period took place or in the European ECTS system, will be taken into consideration.

**NB** In most foreign universities, there is **no possibility of rejection** of grades earned.

Also, keep in mind that it is not possible to have retakes or proctoring exams organized at Luiss upon return for exams not passed abroad. Any retakes, if offered, must be taken at the host institutions.

In case of exam failure or course dropout abroad, students will have to take the corresponding exam at Luiss.

Students enrolled in Degree Programs that use the new educational model will be able to take the exam as a non-attendeo during one of the available appointments, if returned on time, or in the remedial mode provided by the School to which they belong.

## 26. Plagiarism

The term “plagiarism” is defined as “the act of using another person’s words or ideas without giving credit to that person” (<https://www.merriam-webster.com/dictionary/plagiarism>).

**Plagiarism is a crime** that violates the ethical norms of academic life and represents a grave violation of the Ethical code. In their written work, papers, Internet research, etc., **students must always correctly cite the source** when using the documents or work of others.

There is specific software and search engines to detect plagiarism. **It is severely punished abroad.** Sanctions at Host institutions may be very severe, from failing exams to expulsion, or even the annulment of the cooperation agreement with Luiss.

**During the exams it is forbidden** to bring material or notes expressly prohibited by the host university. Solely in the case of an *open book exam* or *take home exam* (common at Dutch universities, for example) is it permissible to use certain materials. Students will receive the necessary instructions from the host universities.

## 27. Rules of Conduct

Students departing for a period of study abroad are expected to behave properly and in keeping with an academic experience of an international nature. They should show the utmost **respect** for the people and equipment of their host universities and avoid, in any way, causing harm. They are expected to comply with applicable regulations and to act in accordance with the principles of honesty, fairness and seriousness.

In addition to compliance with the laws and regulations of the host universities, in verbal and written communications, students should **avoid** using **terms** and **tones** that might be considered **offensive or improper**.

Outgoing students are Luiss representatives abroad. Behavior misuse can damage Luiss reputation which could lead to a less availability and willingness from the partner institutions of cooperating for student's mobility programs.

Luiss students who **are responsible for reprehensible actions** at host universities will be reported to Luiss academic authorities for appropriate disciplinary sanctions.

## 28. Conclusion of the Study Period Abroad

At the end of the study abroad period, **all students must complete the necessary formalities**. Each student will receive an email with detailed instructions.

Specifically, students must:

- **Fill out the foreign grade conversion form** in line with their most recently approved Learning Agreement.
- **Write a report on their experience.**
- **Complete the EU online survey.**

The written report, intended for publication on the Luiss Intranet portal, should be drafted in Word format following the provided guidelines and sent via email to **relint@luiss.it** along with the required documents outlined in the “end-of-exchange” memo, which will be sent to all students toward the end of their exchange.

## 29. Erasmus+ / Bilateral Exchange Certificates

Erasmus+ and Bilateral certificates are mandatory documents to obtain the grant. The grant is disbursed on the penultimate working day of the month, within 60 days of receiving the certificate.

All students, before the end of the study period at the host university, must have a certificate of participation in the program signed, showing the dates of the said period.

If the completed exchange period, calculated based on the dates indicated on the Erasmus certificate, is less than the period indicated in the agreement made with the student, the contribution will be recalculated based on the actual days of the exchange.

After the study abroad period is over, the certificate must be sent via e-mail (if digital) or delivered urgently (if available in hard copy) to Luiss Student Mobility staff.

## 30. Transcript of Records

The transcript of records is generally **not** available as soon as the study abroad period is over, as it requires some processing time. University systems abroad mostly involve written examinations; therefore, much more time is needed to correct assignments, record grades, and prepare and mail certificates.

Exceptionally, some institutions issue the transcript of records before the end of the study period. However, most universities send the certificates to students or Luiss Student Mobility only when they become available, often weeks after the mobility period ends. **As soon as they receive it, students must urgently submit or deliver the document to the office staff. Please note that it may take at least two to three months from the date of the last exam to receive the transcript of records.**

If the certificate is in **electronic format**, it must necessarily be **sent by the host university to Luiss Student Mobility** or have an electronic authentication system if forwarded to the office by the student himself. Otherwise, it will not be accepted.

Please note that since in most cases the receipt of transcripts takes place between March and May, the updating of students' careers with grades obtained during the exchange may not take place in time to anticipate graduation to the March/April special session, to apply to other universities, or to apply to other types of calls.

Please keep in mind that, for some UK locations (e.g., University of Durham, University of Leeds, Swansea University, Newcastle University – Business School), receipt of first semester transcripts of records normally occurs between July and September, making it impossible to graduate in the summer session. Also, for students with second-semester mobility, due to the late sending of the transcript of records, in many cases, it will be impossible to graduate in the summer session; in some others, graduation in the fall session may also not be possible (e.g., Waseda University).

## 31. Registration of the Exams Taken Abroad

At the end of the study abroad period, after receiving the **transcript of records** from the host university and the **grade conversion form** from the students, the Student Mobility office will verify the accuracy and validity of the documentation. Once confirmed, the office will proceed with preparing the final grade conversion resolutions.

For compulsory courses the name of the course in Luiss is used, whereas for all other categories the original title of the course taken abroad is adopted. In the presence of compensatory courses, the title of the course that has a higher weight in credits is used.

**Only courses previously approved by the coordinator and then included in the Learning Agreements can be recognized.**

**NB** As already requested when defining the study plan, **the total credits earned abroad, considering only exams for course credit (therefore excluding additional courses, *corsi liberi*), must be at least 80% of the credits recognized at Luiss.** If, as a result of failing some exchange exams, the difference between credits earned abroad and Luiss credits rises above 20%, the delegate may modify the student's study plan in order to reach the required minimum balance. You can check the balance through the following online tool: <https://t.ly/8aSAF>.

If double associations are included in the Learning Agreement on the Luiss side (i.e., one course abroad recognized with two Luiss courses), as indicated in point 2 of these Regulations, **the total credits earned abroad cannot be less than 100% of the credits recognized in Luiss.** Again, if as a result of failing some exchange exams this requirement cannot be met, the coordinator may modify the student's study plan so as to achieve the required minimum balance.

To this end, the coordinator may then change the association of any compensatory courses initially paired with other courses that have not been passed or, if there are none, cancel one or more previously approved Luiss recognitions and use the corresponding foreign courses as compensatory for other courses. Luiss courses for which there are compensatory courses abroad that are found not to have been passed cannot be recognized in any case.

Grades earned abroad are converted to thirtieths based on conversion tables developed from data on the distribution of grades awarded abroad provided by partner institutions, if available, and are approved by the Student International Relations Academic Commission. They take into account the diversity of academic systems, and also the difficulty of studying in a different context than usual, to ensure a fair and appropriate conversion and may be modified from year to year to account for variations in grade distribution at Luiss and/or the partner. Because the scales used for grades abroad



almost always count fewer subdivisions than the thirtieths used in Italy, a given foreign grade often corresponds to a Luiss grade range (e.g., grade 3 abroad corresponds to the range from 24 to 26 at Luiss): in these cases, the grade assigned is always the highest in the range (26 in the above example). Students can view the tables upon request to Student Mobility.

In the case of **compensatory** courses (i.e., in cases where more than one exam abroad is required to obtain recognition), the Luiss course grade will be calculated from the **arithmetic average** (NOT weighted) of the foreign course grades in the case of numerical evaluations or will correspond to the arithmetic average of grades converted to thirtieths in the case of assessments consisting of letters. In cases where the compensatory is a **language course**, it will be sufficient to pass the exam (the language course grade will not average). In such cases, **both** foreign courses must be **successfully passed** to confirm the awards. Otherwise, the exam taken abroad without a compensatory may be recognized as an additional course.

Students may waive the registration of additional courses in their Luiss career by written request to the Student Mobility office. In case of registration, **additional courses taken in Erasmus** shall be included with the original title **and their grades will not be taken into account for the calculation of the average**.

In all other cases (compulsory, core and elective courses), students will only be able to submit a waiver request to the Student Mobility office **for grades between 18 and 24**, within three days of the email communication about the conversion. It will not be possible to submit waiver requests for all exams taken abroad; at least one course must be registered.

**Conversion tables and the conversion itself are indisputable.**

Grade conversion is a matter solely for Luiss. The host university is exclusively responsible for the grade awarded abroad.

The conversion statements are then forwarded to the Student Office, which records the educational activities carried out abroad and the credits earned in each student's career. The entire procedure may take **up to four weeks from the time the final transcripts of records are received**.

## 32. Information on Erasmus+ or Bilateral Exchange Experience

Information on Erasmus or Bilateral Exchange experiences can be found and obtained:

- On [intranet.luiss.it](http://intranet.luiss.it) and the **websites of partner universities**.
- Reading the reports of Luiss students who have previously participated in exchanges.
- Contacting the Italian students who have participated in an exchange abroad.
- Contacting foreign students at Luiss.

## 33. Contacts

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Student Mobility

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### **Student Mobility Team**

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## 34. Glossary

|  |   |
|--|---|
| Luiss elective abroad course   | <p>Elective courses are required for graduation purposes. In the Luiss plan, to be completed in June, you will need to enter <b>elective abroad</b> <u>without having to select a specific Luiss elective course.</u></p>   |
| Luiss core abroad course   | <p><b>Core Abroad</b> are a flexible type of exam recognizable at Luiss with the original title of the course taken abroad <u>without having to correspond strictly to a specific course taught at Luiss.</u></p>   |
| Luiss mandatory abroad course  | <p><b>Mandatory abroad</b> are substitute courses for some mandatory Luiss courses, offered only if the student's course of study does not include core abroad. <u>They must necessarily fall within a specific scientific disciplinary sector.</u></p>   |
| Additional courses abroad  | <p>Additional courses taken on exchange will not figure into the average in any way; they are recorded in the academic career in the original language.</p>   |
| Learning Agreement   | <p>It is the study plan to be carried out abroad approved by the Erasmus coordinator. The Learning Agreement is signed by the students, the Luiss institutional coordinator and the head of the host university. Courses included in this document must be approved in advance by the coordinator. <u>Only the courses listed in that document can be recognized.</u></p> |
| EU Survey  | <p>Erasmus experience questionnaire to be completed online upon return after invitation from the European Commission. This is a mandatory document required for obtaining the Erasmus grant.</p>  |
| Erasmus Certificate (Sometimes called Attendance Certificate or Arrival Certificate) | <p>Also known as the Erasmus certificate, it is the document to be signed at the beginning and end of the study abroad period to certify the dates of the mobility.</p>   |
| Transcript of Records (ToR)  | <p>Certificate of examinations taken.</p>   |

## 35. Checklist for departing students

### Before you leave, remember to

- Stipulate your insurance policy.
- Keep copies of all documents, application forms, emails you will send and receive from host universities.
- Check, in a timely manner, that your **identity and expatriation documents are not expired**.
- If leaving for a non-European location, **apply for a visa in time**.
- For non-European countries, the passport must not expire less than six months after returning from abroad.
- Use the “Safety Check” feature of the Luiss App integrated with the *Farnesina Crisis Unit*.
- Enroll or instruct someone to enroll you in Luiss by the deadlines.
- Bring the European Health Card abroad.
- Bring abroad the acceptance/admission letter, if received from the host university.
- **Bring abroad an updated certificate of exams taken in English** (transcript of records).
- Bring abroad a few passport-size photographs.

### Upon arrival at the host institution, it is necessary to

- Go to the appropriate office at the host institution for instructions and information.
- Fill out the following form <https://goo.gl/forms/rfpfYi5FbLNNZYzZ2> with foreign contact information.
- Check the availability of the agreed courses with the coordinator of the area and, in case of problems, urgently send a new Learning Agreement following the prescribed procedures.

### Upon return, remember to

- Before leaving the host university have your Erasmus certificate issued. Pay attention to the dates. The certificate may not contain corrections or erasures. Go to Luiss Student Mobility to complete the necessary formalities, as soon as possible.

- Send to the Student Mobility office the documentation requested in the “End of Erasmus Exchange Reminder” that you will receive by e-mail.

*The only valid and effective version of the present document is the Italian language version.*

*The English language version constitutes merely a non-binding courtesy translation.*