Luiss University
Fact and information sheets 2022-2023
<table>
<thead>
<tr>
<th>Name of the University</th>
<th>Luiss Libera Università Internazionale degli Studi Sociali Guido Carli</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>I ROMA03</td>
</tr>
<tr>
<td>Website of the University</td>
<td><a href="http://www.luiss.it">www.luiss.it</a> - <a href="http://www.luiss.edu">www.luiss.edu</a></td>
</tr>
<tr>
<td>Rector</td>
<td>Prof. Andrea Prencipe</td>
</tr>
<tr>
<td>Rector’s Delegate for Internationalization</td>
<td>Prof. Raffaele Marchetti</td>
</tr>
</tbody>
</table>

Luiss Student Mobility Office

Student Mobility Office
Viale Romania, 32
00197 Rome - Italy

http://www.luiss.edu/students/erasmus-and-exchange-students
relint@luiss.it
T: +39-06-85225.642

CONTACTS

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RANKINGS/ACCREDITATIONS

QS - ranked
In the top 50 universities in the world for Politics and International Studies

FT - ranked
Among the world's top 100 Masters in Management, Luiss also ranks third in Career Program

EQUIS - accredited
Luiss is accredited by EQUIS, a recognition only given to the top 1% Business Schools and Departments in the world

Ranked #1 by Il Sole 24 Ore
According to the nation's leading ranking system, Luiss is the best private university in Italy

AMBA - accredited
Luiss Business School is accredited by AMBA (Association of MBAs), the most authoritative international accreditation for MBA programs, granted to only two percent of business schools worldwide
### NOMINATION AND APPLICATION PROCEDURES

<table>
<thead>
<tr>
<th>Nomination deadline</th>
<th>8 May for both I (Fall) and/or II (Spring) semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination procedures</td>
<td>All exchange students must be nominated by their home university. The home coordinator must e-mail the nomination sheet to <a href="mailto:relint@luiss.it">relint@luiss.it</a></td>
</tr>
<tr>
<td>Application period (Including housing)</td>
<td>01/03 to 15/05 for both I (Fall) and/or II (Spring) semester</td>
</tr>
<tr>
<td>Application deadline for II semester</td>
<td>Luiss does not accept a second round of selected students for the II (Spring) semester, after the summer. Very few exceptions can be made and they have been agreed on with the partners involved.</td>
</tr>
<tr>
<td>Application procedures</td>
<td>Online application system</td>
</tr>
</tbody>
</table>

#### Application steps for incoming students:

After being nominated by the home university, exchange students will receive an email with an **access code** (token) and instructions to register to our online Web Self-Service Platform.

**Registration**

Students must register to the Web Self-Service.

Enter the access code, first name, last name and date of birth. The information entered must match the data we received from home university.

If registration is successful, students will be allowed to login to the system using their newly assigned username and password. We recommend saving this page, print it, or note down the credentials for future use (a copy will also be sent to the student’s e-mail address).

By logging into the system students will be able to proceed to the next step.

**Application**

From the Web Self-Service user page, in the right-hand page, students should click on Study abroad > Application Form for Incoming students (Erasmus/Exchange).

Students will have to upload the following scanned documents:

- A recent photograph (35x40mm, max 5MB, in JPEG, JPG, BMP or PJPEG) *
- ID card (for Schengen countries) or passport for non-EU students*
- Updated transcript of records in English*
- A provisional Learning Agreement signed by the home university coordinator - for Erasmus students*
- Language certificates (if required, check with home university)

* Compulsory attachments
ACCEPTANCE OF STUDENTS

In June
From the end of May, as soon as application forms are processed, the Student Mobility Office will send the incoming students an acceptance letter and practical information via e-mail. Hard copies of the acceptance letters will be sent only to the home university coordinators of the students that have to apply for a visa.

In November
From the middle of November, as soon as application forms are processed, the Student Mobility Office will send the incoming students an acceptance letter and practical information via e-mail. Hard copies of the acceptance letters will be sent only to the home university coordinators of the students that have to apply for a visa.

Only for Partners with whom we have agreed on a second round of selection for the Spring semester

ACADEMIC CALENDAR

First semester - Fall

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory arrival date</td>
<td>September 8 2022</td>
</tr>
<tr>
<td>Classes begin</td>
<td>September 12 2022*</td>
</tr>
<tr>
<td>Classes end</td>
<td>December 3 2022</td>
</tr>
<tr>
<td>Main examination period</td>
<td>From 5 December to 22 December 2022</td>
</tr>
<tr>
<td>Examination period (only for courses with more than one examination date)</td>
<td>From 9 January to 4 February 2023</td>
</tr>
<tr>
<td>Christmas Holidays</td>
<td>From 23 December 2022 to 8 January 2023</td>
</tr>
</tbody>
</table>

[*] Please note that only first year classes at Master level will begin on 19 September 2022.

Second semester - Spring

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory arrival date</td>
<td>February 2 2023</td>
</tr>
<tr>
<td>Classes begin</td>
<td>February 6 2023</td>
</tr>
<tr>
<td>Classes end</td>
<td>May 6 2023</td>
</tr>
<tr>
<td>Examination period (one examination date for enquiry based second semester courses)</td>
<td>From 8 May to 27 May 2023</td>
</tr>
<tr>
<td>Re-Take session enquiry-based courses</td>
<td>From 29 May to 5 June 2023</td>
</tr>
<tr>
<td>Examination period (only for courses with more than one exam date)</td>
<td>From 8 May to 24 June 2023</td>
</tr>
<tr>
<td>Easter Holidays</td>
<td>From 6 to 11 April 2023</td>
</tr>
</tbody>
</table>

Please note: The examination period in September is not open to exchange students.
REQUIREMENTS FOR EXCHANGE STUDENTS

Academic requirements

Although a specific minimum GPA is not required, incoming students should be in good academic standing.

With most of our partners we have agreed that the language proficiency will be certified by each home university confirming the level is equivalent to at least B2 in English or Italian and students will not be required to submit an official language test result for the exchange program.

Please notice that knowledge of Italian language is not required for students studying in English.

Language requirements

A minimum of B2 of the CEFRL or equivalent. Italian language proficiency can be certified by the Home university.

For Italian:

IELTS score a minimum of 6
TOEFL IBT score - minimum grade 78/80
Cambridge FCE - minimum grade B
Cambridge CAE - minimum grade C
IELTS and TOEFL tests must be valid, they expire after two years

For English:

ACADEMICS

List of courses for exchange students

The most up-to-date list of courses is available here.

Language of instruction

Italian & English

University structure

3 + 2 - according to the Bologna system

Three-year Bachelor’s Degree Programs (180 ECTS credits)
Two-year Master’s Degree Programs (120 ECTS credits)
Five years Single Cycle Graduate Program (300 ECTS credits)

ECTS credits

Luiss university credits are ECTS credits

1 credit is equivalent to 25 hours of study

Attendance of courses

Full-time attendance of courses is compulsory

Average workload

The average workload for Luiss students is about 30 ECTS credits per semester, including language courses.

Incoming students are advised not to take more than 24 credits if they do not stay for the full examination period and leave in December.

Three or four courses per semester are the average workload for full-time study, depending on the year of study and level.

Minimum requirements

It is a responsibility of the home Institution, but exchange students should take at least one course.

Maximum number of credits

Although for enrolment purposes and deadlines, exchange students will be allowed to enroll in up to 40 ECTS credits per
Courses exchange students can take

Exchange students will be given access to all the courses at Bachelor and/or Master, as long as they have the necessary prerequisites and do not have time-table clashes.

The Master courses are at advanced level and students should have the required background and very good language competences.

Restricted programs and courses

School of Government programs
School of European Political Economy programs
School of Law programs
School of Journalism programs
Luiss Business School and MBA Programs
Post-graduate and PhD courses
All one-year Master programs
Language courses other than Italian
Workshops and Seminars
Digital Program: Marketing
Digital Program: Strategic Management

Programs and courses in English

Erasmus and exchange students will have access to about 300 courses in English. They will be allowed to attend the courses in English offered in the following programs, according to their academic background and English language proficiency:

New from 2022-2023!

- Bachelor's Degree in Economics and Business
- Bachelor's Degree in Business Administration
- Bachelor's Degree in Management and Computer Science
- Bachelor's Degree in Politics Philosophy and Economics
- Master's Degree in Management
- Master's Degree in Data Science and Management
- Master's Degree in Corporate Finance
- Master's Degree in Global Management and Politics
- Master's Degree in Law, Digital Innovation and Sustainability
- Master's Degree in International Relations
- Master's Degree in Policies and Governance in Europe
- Master's Degree Major in Economics
- Master's Degree Major in Finance
- Master's Degree Major in Business Model Innovation
- Master's Degree Major in Marketing Analytics & Metrics
- Master's Degree Major in Market Relationship & Customer Engagement
- Master's Degree Major in EU Law and Regulation
- Master's Degree Major in Law and Innovation

Elective courses

Elective courses in all Departments will be offered only if enough students register for the courses. The final list will be available in August.

Cross-department and / or Cross-program enrolment

Incoming Exchange students will be given access to all the courses in the Luiss Departments of Business and Management, Economics and Finance, Political Science and Law, at Bachelor and/or Master level.

Students must have the required pre-requisites and avoid time-table clashes.

The Department of Law

The Department of Law offers a five-year single cycle degree program. The courses in the fourth and fifth years of study are...
more advanced. In addition to this, the department offers a 2-years master’s degree program of 120 credits.

**Course description**

Course description can be found at http://www.luiss.edu/cattedreonline

If you do not find some course descriptions it means they are new subjects and they not available yet.

**Italian language course**

Luiss offers Italian language extensive courses in both semesters for exchange students who have been admitted to attend a period of study at Luiss, under an exchange program (Erasmus+ or Bilateral Agreement).

The courses are at three levels, beginners, intermediate and advanced and are free of charge for the students. The students that attend the courses and comply with the requirements will receive a certificate and gain 3 ECTS credits, per semester.

**Course enrolment**

Students coming for the Fall semester will need to make a provisional course registration in June/July while students coming for the Spring will make it in November/December.

The final course selection will take place at the beginning of each semester. Detailed information will be sent with the acceptance letter.

Some courses have a limited capacity and the allocation of places for those courses will take place on a first come first served basis.

**ACADEMIC OFFER**

**Departments**

- Department of Business and Management
- Department of Economics and Finance
- Department of Law
- Department of Political Science

**Department of Business and Management**

By clicking on the name of the Programs a video presentation is available

- **Bachelor’s Degree Programs (3 years)**
  - Business Administration (held in English)
  - Management and Computer Science (held in English)

- **Master’s Degree Programs (2 years)**
  - Corporate Finance (held in English)
  - Management (held in English)
    - Entrepreneurship and Innovation
    - International Management
    - Luxury, Fashion and Made in Italy
  - Global Management and Politics (held in English)
  - Data Science and Management (held in English)
  - Strategic Management
    - Business Model Innovation (held in English)
    - Strategic Human Resource Management
    - Green Economy and Sustainability
# Marketing
- Marketing Analytics & Metrics (held in English)
- Market Relationship & Customer Engagement (held in English)
- Marketing Analytics & Metrics
- Market Relationship & Customer Engagement

# Accounting, Finance and Control
- Corporate
- Professional

## Department of Economics and Finance

### Bachelor’s Degree Programs (3 years)
180 ECTS credits

### Master’s Degree Programs (2 years)
120 ECTS credits

## Department of Law

### Single Cycle Graduate Program (5 years)
300 ECTS credits

### Master’s Degree Programs (2 years)
120 ECTS credits

## Department of Political Science

### Bachelor’s Degree Programs (3 years)
180 ECTS credits

### Master’s Degree Programs (2 years)
120 ECTS credits
**EXAMINATION PERIODS AND ASSESSMENT**

**Luiss Uniqueness – Enquiry-based learning**

Starting from a.y. 2021-2022, Luiss approaches teaching and learning from a new perspective, which promotes an improved education experience. Students are involved in an active learning process in which, with the support of teachers, they become responsible for the development and transfer of knowledge to various audiences (e.g. peers, faculty). They will be able to learn and reflect with a critical mind on the acquired notions and to apply and advance their knowledge to discover and share innovative solutions to real problems.

**Examination periods**

Exams are held after the teaching period and can be oral, written or both. Depending on the Department and level, some courses will have two or three examination dates and students can choose the one they prefer.

Courses included in the degree programs adopting the new educational paradigm will have only one examination date available in December. For these courses the students’ performance will be continuously assessed throughout the whole semester and will constitute the main component of their final grade. The traditional final exam will account for no more than 30%.

The exact examination dates for each subject will be defined about a month and a half before the beginning of the examination session.

Students should make their travelling arrangements according to the examination periods.

Please note: The examination period in September is not open to exchange students.

**Final assessment**

Exams can be taken only on the official dates. Exchange students will take their exams in the same conditions as regular students. Exchange students are NOT authorized to organize their exams individually with their professors.

**Proctored Exams**

According to the Italian examination system Luiss cannot allow proctored Exams.

**Transcript of records**

Transcripts of records will be sent by email to the Partner Institutions 4 weeks after the end of the examinations periods of each examination session.

Luiss University is embracing an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it.

**Grading system**

Individual courses are graded on a scale of 18-30/30. Very brilliant students may be awarded 30 cum laude (30 e lode).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grades below 18</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 e lode</td>
<td>excellent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29-30</td>
<td>very good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27-28</td>
<td>good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24-26</td>
<td>satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-23</td>
<td>sufficient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; 18</td>
<td>fail</td>
<td></td>
<td><strong>Fail cannot be made.</strong></td>
</tr>
</tbody>
</table>

The minimum passing grade is 18/30. **Grades below 18 are a fail and are not registered.**

Grades below 18 will not and cannot appear on the transcript of records. In Italy grades below 18 do not exist. **Exceptions cannot be made.**
**ACCOMMODATION**

| Type of housing offered | The Luiss University Accommodation Office is available to assist incoming exchange students in their search for housing.

Students can apply for a *room in a Luiss Residence* or in an *apartment shared* with other students. More details about the residences can be found at [https://www.luiss.edu/students/residences-and-accommodation/luiss-residences](https://www.luiss.edu/students/residences-and-accommodation/luiss-residences). There are limited places available and they will be assigned on a first-come first-served basis.

Students interested in living in an apartment will receive an email with customized proposals in accordance with the preferences expressed in the housing application form. All flat owners have been carefully selected and students will receive assistance every step of the way including the signature of the rental contact.

For more information: [http://www.luiss.edu/students/erasmus-and-exchange-students/finding-room-erasmus-or-exchange-student](http://www.luiss.edu/students/erasmus-and-exchange-students/finding-room-erasmus-or-exchange-student)

| Application for housing | Students must apply for housing through a web form during their online application to Luiss.

| Application deadline for housing | 15 May - for both I (Fall) and / or II (Spring) semester

Luiss *does not usually accept a second round* of selected students *for the second semester*, after the summer. Very few exceptions can be made and they have been agreed on with the partners involved.

| Contact for housing | Accommodation e campus services

T: +39 06 85225971
residenze-collegi@luiss.it
Fees

Erasmus students and students under a Bilateral Exchange Agreement do not have to pay any kind of University fee.
These students are admitted on a no tuition fee basis.

Facilities for exchange students:

- Free Italian language courses
- Free shuttle buses connecting the different campuses
- Free medical service and emergency medical assistance
- Cultural activities such as: conferences, cinema, theatre, literature and music
- Luiss e-mail account
- Access to the wireless network
- Computer and printing facilities
- Orientation services and tutoring
- A specialized library that may also be accessed online through the University’s website
- University canteens and cafés
- A University radio
- Sport clubs
- Luiss Loft
- Language café

VISA AND INSURANCE

Health insurance

Non-EU students must hold a health insurance policy meeting the following requirements:
- It must cover expenses in the event of emergency treatments and/or urgent hospitalization.
- It must cover the entire duration of your stay in Italy.
- It must be valid for the territory of all member-states applying to the Schengen Agreement in its entirety.
- It must guarantee the policy-holder’s return to his/her own country in case of serious illness.
- It must be translated into Italian (or English) and legalized by the Italian Embassy/Consulate.

EU students must bring their European Health Insurance Card (EHIC) which entitles the holder to get necessary treatments at the same cost as an Italian citizen. Students are advised to verify how to get the card and which services are covered with the social security administration of their country before their departure. For more information, please visit: http://ec.europa.eu/social/main.jsp?catId=559

An insurance covering third party liability is strongly recommended for all exchange students.

COVID-19 notice

We encourage all exchange students travelling to Italy to make sure that you have adequate travel insurance coverage, and that your insurance includes corona-virus related issues.

Visa application (for non-Schengen citizens)

Students from non-Schengen countries, as soon as they receive the letter of admission from Luiss Guido Carli University, should go to the Italian Diplomatic Offices (Embassy or Consulate) and apply for a Study Visa. For more information please visit: http://vistoperitalia.esteri.it/home/en

Permit of stay (for non-Schengen citizens)

After arrival, students coming from non-Schengen countries will need to apply for permit of stay. In order to do so students must bring the following:

- A declaration of sufficient means of support
• A private Health Insurance valid in Italy
• The acceptance letter they received from Luiss
Please note that all the documents must be originals. Private insurance from home countries are sometimes not accepted at the Questura, unless an official paper from the Italian Embassy or Consulate of home country states the validity of the insurance.

Students will receive detailed information before arrival with their acceptance letter.

Cost of living

- Housing: between € 250 and € 750 per month
- Transportation: € 35 monthly card; € 1.50 single ticket (valid for 100 min.)
- Textbooks: about € 200 / 250 average per semester
- Cinema: € 8.00
- Food and meals: between € 150 and 250 per month
- Meals at the University restaurant: € 5 / 8 per meal
- Fast food menu: € 6.50
- Espresso coffee: € 1.00
- Cappuccino: € 1.50
- Milk: € 1.40 / Liter
- Bread: € 3.50 / Kilo
- Beef: € 9.00 / 19.00 / Kilo
- Chicken: € 8.00 / 10.00 / Kilo
- Rice: € 1.70 / 2.50 / Kilo
- Pasta: 0.80 / 1.20 / Kilo
- Mineral water: € 0.20 / 0.50 / Liter
- Bottle of wine: € 3 / 6
### RESOURCES ON ROME AND ITALY

<table>
<thead>
<tr>
<th>Category</th>
<th>URL</th>
</tr>
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<td></td>
<td><a href="http://www.study-in-italy.it/">http://www.study-in-italy.it/</a></td>
</tr>
<tr>
<td>Ministry of Foreign Affairs</td>
<td><a href="http://www.esteri.it/MAE/EN">http://www.esteri.it/MAE/EN</a></td>
</tr>
<tr>
<td>Rome</td>
<td><a href="http://www.turismoroma.it/?lang=en">http://www.turismoroma.it/?lang=en</a></td>
</tr>
<tr>
<td>Public Transportation</td>
<td><a href="http://www.atac.roma.it">www.atac.roma.it</a></td>
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</tbody>
</table>