LUISS

Gestione Esperienze Internazionali

Rome, November 2017

LUISS GUIDO CARLI UNIVERSITY
FACT AND INFORMATION SHEETS 2018-2019

Name of University	**LUISS** Libera Università Internazionale degli Studi Sociali **Guido Carli**
Erasmus Code	**I ROMA03**
Website of University	www.luiss.it - www.luiss.edu

Rector	**Prof. Paola Severino**
Deputy Rector	**Prof. Andrea Prencipe**

LUISS STUDENT EXCHANGE OFFICE

Student Exchange Office Gestione Esperienze Internazionali	Viale Romania, 32 - 00197 Rome - Italy
Website for exchange students	http://www.luiss.edu/students/erasmus-and-exchange-students
E-mail	relint@luiss.it
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NOMINATION AND APPLICATION PROCEDURES

The on-line application system	**Will open on 19 February 2018**
Nomination deadline	**14 MAY** for **both I (Fall) and / or II (Spring) semester**
Nomination procedures	All exchange students must be **nominated by their home university**. The home coordinator must e-mail the following information to **relint@luiss.it** 1. Last name 2. First name 3. Gender 4. Date of Birth (dd/mm/yyyy) 5. Length of stay (fall semester - full year - spring semester) 6. Email address 7. Field of study (Business / Economics, Law, Political Science) 8. Level of study (bachelor or master)
Application deadline **(Including housing)**	**31 MAY** for **both I (Fall) and / or II (Spring) semester**
Application deadline for II semester	**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.**
Application procedures	**On-line application system** **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 on-line 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 left-hand page, students should click on Study abroad > Application Form for Incoming students (Erasmus/Exchange). **Students will have to upload the following scanned documents** (we suggest you prepare scans in this phase):

	• 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* • Language certificates (if required, check with home university) • Application for housing (if requested) * **Compulsory attachments** **LUISS will not require a paper file of the application documents** however students **should print and keep a copy** of the **provisional learning agreement** and of the **enrolment credentials form** with **username** and **password**. They will need them after arrival to access their personal LUISS Web Self-Service page.

ACCEPTANCE OF STUDENTS

In June	From the middle of June, as soon as application forms are processed, the Student Exchange 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 **Only for Partners with whom we have agreed on a second round of selection for the Spring semester**	From the middle of November, as soon as application forms are processed, the Student Exchange 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.**

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ACADEMIC CALENDAR AND MANDATORY ARRIVAL DATES

FALL SEMESTER (10 September 2018 - 9 February 2019)	
Application deadline	**31 May 2018**
Mandatory arrival date - Fall	**6 September 2018** *Orientation sessions will be held on the set arrival date*
Classes - 12 weeks of classes	**From 10 September to 01 December 2018**
Midterms first semester	From 5 to 10 November 2018
Examination period	**From 3 December to 19 December 2018** One examination date for all courses will be offered before the Christmas holidays. **From 7 January to 9 February 2019**

Christmas holidays from 20 December to 6 January 2019

SPRING SEMESTER (11 February - 3 July 2019)	
Application deadline	**31 May 2018**
Mandatory arrival date - Spring	**7 February 2019** *Orientation sessions will be held on the set arrival date*
Classes - 13 weeks of classes	**From 11 February to 11 May 2019**
Midterms second semester	From 1 to 6 April 2019
Examination period	**From 13 May to 3 July 2019**

Easter holidays from 18 to 23 April 2019

LUISS REQUIREMENTS FOR EXCHANGE STUDENTS:

Academic requirements	Although a specific minimum GPA is not required, incoming students should be in **good academic standing**.
Language requirements	With **most of our partners** we have agreed that the language proficiency will be certified by each home university confirming the level is adequate and **students will not be required to submit an official language test result for the exchange programme.** Please notice that **knowledge of Italian language is not required for students studying in English.** **From our partner Universities with whom *we have not agreed* on a language certificate waiver we will require proof of language proficiency for English OR Italian language to study at LUISS**.
For Italian:	**Bachelor Level**

	A minimum of **B2** of the CEFRL (Common European Framework of Reference for Languages) or equivalent. **Master Level** A minimum of **B2** of the CEFRL or equivalent. **Italian language proficiency can be certified by the Home university.**
For English:	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

COURSES AVAILABLE TO EXCHANGE STUDENTS:

Languages of instruction	Italian and English
University structure **Undergraduate Studies** (Bachelor) **Graduate Studies** (Master) **Department of Law** (Master)	3 + 2 - according to the Bologna system Three-year Bachelor's Degree Programmes (180 ECTS credits) Two-year Master's Degree Programmes (120 ECTS credits) Five years Single Cycle Graduate Programme (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 enrol in more than 30 ECTS credits per semester, **they are strongly advised not to take more than 32 credits** per semester (not including the Italian language course).
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 programmes 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 One year Master programs Global Master in Management and Politics

Programmes and courses in English **New Degree from 2018-2019** **New Degree from 2018-2019**	Erasmus and Exchange students will be allowed to attend the courses in English offered in the following programmes, according to their academic background and English language proficiency: ▶ Bachelor's Degree in **Economics and Business** ▶ Bachelor's Degree in **Management and Data Science** ▶ Bachelor's Degree in **Politics Philosophy and Economics** ▶ Master's Degree in **Management** ▶ Master's Degree Major in **Economics** ▶ Master's Degree Major in **Finance** ▶ Master's Degree Major in **European Studies** ▶ Master's Degree Major in **Global Studies** ▶ Master's Degree Major in **Public Policies** ▶ Master's Degree Major in **Marketing Analytics & Metrics** ▶ Master's Degree Major in **Market Relationship & Customer Engagement** ▶ Master's Degree in **Corporate Finance** ▶ The courses in English offered by the Department of law
Elective courses	Elective courses in all Departments will be offered only if a sufficient number of students register for the courses. The final list will be available in September.
Cross-department and / or Cross-programme 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 is a five year single cycle degree program. The courses in the fourth and fifth years of study are more advanced. The **courses offered in English are open to exchange students**.
Course descriptions	Course descriptions can be found at http://www.luiss.edu/cattedreonline From **Cattedre on-line** → name of the professor or of the subject → cerca If you do not find some course descriptions it means they are new subjects and they not available yet.
Italian language courses	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 programme (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.
Provisional Course Enrolment **In June**	Students will need to make a **provisional course registration in June**. The **final course selection** will take place at the **beginning** of each **semester**. **Detailed information will be sent with the acceptance letter.**

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ACADEMIC OFFER AT BACHELOR AND MASTER LEVEL A. Y. 2018-2019

Departments:	■ Department of Business and Management ■ Department of Economics and Finance ■ Department of Law ■ Department of Political Science **Programmes offered in English in red**

Undergraduate Studies: three-year Bachelor's Degree Programmes (180 ECTS credits)

■ **Department of Business and Management**	**Bachelor's Degree in Economics and Management**
■ **Department of Business and Management**	**Bachelor's Degree in Management and Data Science** **New degree from 2018-2019**
■ **Department of Economics and Finance**	**Bachelor's Degree in Economics and Business** **Majors:** ▶ **Management** ▶ **Economics** ▶ **Finance**
■ **Department of Political Science**	**Bachelor's Degree in Political Science** **Majors:** ▶ **Politics, Philosophy and Economics** ▶ Political Science
■ **Department of Law** **Single Cycle Graduate Programme**	A five-year Master's Degree Programme in Law - **in Italian** (300 ECTS credits) **Majors:** ▶ Major in Civil Law ▶ Major in Law and Economics ▶ Major in Company and Tax Law ▶ Major in Criminal Law ▶ Major in Administrative Law ▶ Major in International Law ▶ Major in Labour and Social Security Law ▶ **Major in EU Law and Regulation** The Department of Law offers a few courses in English each year. The final list will be available in September.

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Graduate Studies: two-year Master's Degree Programmes (120 ECTS credits)

Department of Business and Management	**Master's Degree in Business Management** **Majors:** ▶ Imprenditorialità e family business ▶ Organizzazione e gestione delle risorse umane ▶ Strategic Management ▶ Individual study plan **Master's Degree in Administration, Finance and Control** **Majors:** ▶ Aziendale ▶ Professionale **Master's Degree in Management** **Majors:** ▶ **Entrepreneurship and Innovation** ▶ **International Management** ▶ **Luxury, Fashion and Made in Italy** ▶ **Individual study plan** **Master's Degree in Marketing** **Majors:** ▶ **Marketing Analytics & Metrics** ▶ **Market Relationship & Customer Engagement** ▶ Analisi e misure di marketing ▶ Gestione dei processi e delle relazioni di marketing

Department of Business and Management	**Master's Degree in Corporate Finance** **New degree from 2018-2019**

Department of Economics and Finance	**Master's Degree in Economics and Finance** **Majors:** ▶ Banche e Intermediari Finanziari ▶ **Economics** ▶ **Finance**

Department of Political Science	**Master's Degree in International Relations** **Majors:** ▶ **European Studies** ▶ **Global Studies** ▶ International Relations **Master's Degree in Government and Policies** **Majors:** ▶ Communication and New Media ▶ Institutions and Politics ▶ Public Politics ▶ **Public Policies**

The **LUISS Business School** and the **Department of Business and Management** have received the **prestigious EQUIS accreditation**, obtained by only one percent of business schools offering management training. A certification that launches its recipients into main academic rankings, EQUIS recognizes top-quality management education that only 150 institutions have reached, out of 15,000 surveyed.

This marks the first time that all programs offered by an Italian institution are accredited, from the bachelor's degree program, which has already received ample recognition for its high admissions standards, to the Master in Business Administration, as well as additional master's, specialization, doctoral, and business training programs.

EXAMINATION PERIODS AND ASSESSMENT:

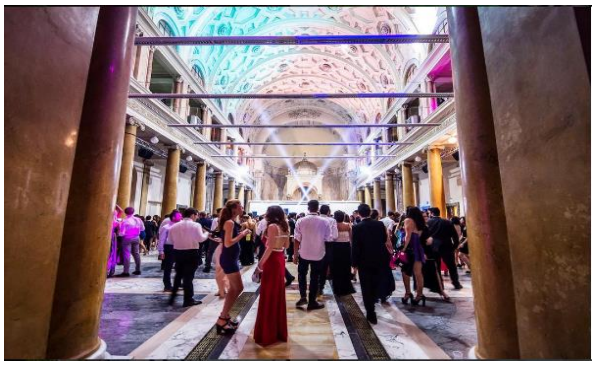
Examination periods	Exams are held after the teaching period and are mainly oral exams although some courses will have written tests taking place during the semester or before the oral exam. Each exam will have a number of dates offered during the examination period and students can choose which date they wish to take the exam. The exact examination dates for each subject will be defined about twenty days before the beginning of the examination session. **Students should make their travelling arrangements according to the examination periods.** **ATTENTION: 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 University CANNOT allow proctored Exams.**

Transcripts of records	**They will be available two months after the end the examinations periods of each semester.** The transcripts of records **will be sent by email to the Partner Institutions** after the end of each examination session. For the students that spend the whole academic year or the second semester at LUISS, *the transcripts should be available by the beginning August.* LUISS University is now embracing an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it.
Grading system 30 e lode = excellent 29-30 = very good 27-28 = good 24-26 = satisfactory 18-23 = sufficient < 18 = fail	Individual courses are graded on a scale of 18-30/30. Very brilliant students may be awarded 30 cum laude (30 e lode). 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	Off-campus rooms in private apartments with other students. **A private organization, CTS, (Centro Turistico Studentesco e Giovanile) takes care of housing for LUISS Erasmus and exchange students.** The Student Exchange Office does not take direct responsibility in providing accommodation. For further details, please refer to the Conditions for Booking Accommodation included in the LUISS information package for partners and the application instructions and documents. http://www.luiss.edu/students/erasmus-and-exchange-students/finding-room-erasmus-or-exchange-student
Application deadline for housing	**31 MAY 2018 - *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.**
Application for housing	Students must apply for housing through the on-line web application form and send a scan of the housing form to LUISS with the other application documents.
Contact for housing	**C.T.S. Centro Turistico Studentesco e Giovanile** Ufficio Erasmus: Salita San Nicola da Tolentino 1/b 00187 Roma

	E-mail: erasmus@cts.it Phone: +39-06-64960339 Fax: +39-06-64960366
Procedures for housing	Students will receive detailed instructions, information and support by CTS, via mail, after the application deadline.
Late applicants	If students are accepted by LUISS after the deadline they will not be offered housing and will have to take care of it themselves.



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:	■ **Italian language courses** ■ **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 web site** ■ **University canteens and a cafés** ■ **Free medical service and emergency medical assistance** ■ **Cultural activities such as: conferences, cinema, theatre, literature and music** ■ **A sports club** ■ **A University radio and web TV** ■ **A shuttle bus** ■ **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 and legalized by the Italian Embassy/Consulate. **EU students** must bring their **European Health Insurance Card (EIHC)** 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=509&langId=en An insurance covering **third part liability** is strongly recommended for all exchange students.
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 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 € 350 and € 600 per month Transportation: € 35 monthly card One bus ticket: € 1.50 Textbooks: about € 200 / 250 average per semester

	Cinema: € 8.00 Theatre and Concerts: tickets generally vary between € 15 and 40 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 Butter: € 1.70 / 250 gr. 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: € 0.50 / 0.80 /Liter Bottle of wine: € 3 / 6

RESOURCES ON ROME AND ITALY:

Italy	http://www.italia.it/en/home.html http://www.study-in-italy.it/
Ministry of Foreign Affaires	http://www.esteri.it/MAE/EN
Rome	http://www.turismoroma.it/?lang=en
Public transportation	www.atac.roma.it