

Luiss University

Fact and information sheets 2022-2023



Name of the University	Luiss Libera Università Internazionale degli Studi Sociali Guido Carli
Erasmus Code	I ROMA03
Website of the University	www.luiss.it - www.luiss.edu
Rector	Prof. Andrea Prencipe
Rector's Delegate for Internationalization	Prof. Raffaele Marchetti

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
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CONTACTS

Annamaria Ricciardi Head of Student Mobility Office Erasmus Institutional Coordinator Tel. +39-06-85225.711 aricciar@luiss.it	Michele Sorrentino Outgoing Students Tel.+39-06-85225.389 msorrentino@luiss.it
Simone Paratore Exchange Agreements & Partnerships Tel.+39-06-85225.777 sparatore@luiss.it	Roberta Limone Incoming Students Tel.+39-06-85225.778 rlimone@luiss.it
Anna Liguori Administrative Officer Tel.+39-06-85225.722 aliguori@luiss.it	Stefania Ruccia and Marina Riccardi Mobility Assistants Tel.+39-06-85225.642 relint@luiss.it

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 Progress



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

Nomination deadline	8 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 nomination sheet to relint@luiss.it
Application period (Including housing)	01/03 to 15/05 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	Online 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 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

Mandatory arrival date	September 8 2022
Classes begin	September 12 2022*
Classes end	December 3 2022
Main examination period (One examination date for all first semester courses)	From 5 December to 22 December 2022
Examination period (only for courses with more than one examination date)	From 9 January to 4 February 2023
Christmas Holidays from 23 December 2022 to 8 January 2023	
[*] Please note that only first year classes at Master level will begin on 19 September 2022 .	

Second semester - Spring

Mandatory arrival date	February 2 2023
Classes begin	February 6 2023
Classes end	May 6 2023
Examination period (one examination date for enquiry based second semester courses)	From 8 May to 27 May 2023
Re-Take session enquiry-based courses	From 29 May to 5 June 2023
Examination period (only for courses with more than one exam date)	From 8 May to 24 June 2023
Easter Holidays from 6 to 11 April 2023	

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. From our partner Universities with whom we have not agreed on a language certificate waiver we will require one of the following proofs of language proficiency for English OR Italian language to study at Luiss.
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

	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 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 <u>Business Administration</u> (held in English) <u>Management and Computer Science</u> (held in English) Economics and Management <u>Corporate Finance</u> (held in English) <u>Management</u> (held in English) • Entrepreneurship and Innovation • International Management • Luxury, Fashion and Made in Italy <u>Global Management and Politics</u> (held in English) <u>Data Science and Management</u> (held in English) <u>Strategic Management</u> • Business Model Innovation (held in English) • Strategic Human Resource Management • Green Economy and Sustainability
Bachelor's Degree Programs (3 years) 180 ECTS credits	
Master's Degree Programs (2 years) 120 ECTS credits	

	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	Economics and Business (held in English) • Management • Economics • Finance Economics and Finance • Economics (held in English) • Finance (held in English) • Banks and Financial Intermediaries
Department of Law	
Single Cycle Graduate Program (5 years) 300 ECTS credits Master's Degree Programs (2 years) 120 ECTS credits	• EU Law and Regulation (held in English) • Law and Innovation (held in English) • Civil Law • Law and Economics • Company and Tax Law • Criminal Law • Administrative Law • International Law • Labour and Social Security Law Law, Digital Innovation and Sustainability (held in English) • Digitalization • Sustainability
Department of Political Science	
Bachelor's Degree Programs (3 years) 180 ECTS credits Master's Degree Programs (2 years) 120 ECTS credits	Politics, Philosophy and Economics (held in English) Political Science International Relations (held in English) • Diplomacy • Security • Mediterranean Governance Policies and Governance in Europe (held in English) • Cultural Heritage Policies Economic Governance and Market regulation Government, Administration and Politics • Politics and Communication • Government and Administration

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 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).

30 e lode	= excellent
29-30	= very good
27-28	= good
24-26	= satisfactory
18-23	= sufficient
< 18	= fail

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>. 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 contract.

For more information: <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: https://ec.europa.eu/social/main.jsp?catId=559 An insurance covering third part 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

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