

# **Luiss University**

Fact and information sheets 2020-2021

# LUISS



<b>Name of the University</b>	<b>Luiss Libera Università Internazionale degli Studi Sociali Guido Carli</b>
<b>Erasmus Code</b>	<b>I ROMA03</b>
<b>Website of the University</b>	<b><a href="http://www.luiss.it">www.luiss.it</a> - <a href="http://www.luiss.edu">www.luiss.edu</a></b>
Rector	Prof. Andrea Prencipe
Rector's Delegate for Internationalization	Prof. Raffaele Marchetti

#### Luiss Student Exchange Office

Student Exchange Office Gestione Esperienze Internazionali Viale Romania, 32 00197 Rome - Italy	<a href="http://www.luiss.edu/students/erasmus-and-exchange-students">http://www.luiss.edu/students/erasmus-and-exchange-students</a> relint@luiss.it T: +39-06-85225.642
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#### Contacts

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#### Rankings

1	 The #1 private university in Italy	1%	 In the top 1% for Business and Management	100	FINANCIAL TIMES Among the Financial Times Top 100 Management Programs
1	 Top tier in Multirank 2018 for bachelor's graduates, internationalization of bachelor's courses and international mobility	3	FINANCIAL TIMES Alumni of the LUISS master's program in Business rank 3rd worldwide for career progression	100	 One of the Top 100 Political Science Programs in the world

## Nomination and Application Procedures

<b>Nomination deadline</b>	<b>8 May</b> for both I (Fall) and / or II (Spring) semester
<b>Nomination procedures</b>	All exchange students must be <b>nominated by their home university</b> . The home coordinator must e-mail the nomination sheet to relint@luiss.it
<b>Application period (Including housing)</b>	<b>11/02 to 15/05/2020</b> for both I (Fall) and / or II (Spring) semester
<b>Application deadline for II semester</b>	<b>Luiss does not accept a second round of selected students for the II (Spring) semester</b> , after the summer. Very few exceptions can be made and they have been agreed on with the partners involved.
<b>Application procedures</b>	<p><b>Online application system</b></p> <p><b>Application steps for incoming students:</b></p> <p>After being nominated by the home university, exchange students will receive an email with an <b>access code</b> (token) and instructions to <b>register</b> to our online Web Self-Service Platform.</p> <p><b>Registration</b> Students must register to the Web Self-Service. Enter the <b>access code</b>, first name, last name and date of birth. The information entered must match the data we received from home university.</p> <p>If registration is successful, students will be allowed to login to the system using their <b>newly assigned username and password</b>. <b>We recommend saving this page, print it, or note down the credentials for future use</b> (a copy will also be sent to the student's e-mail address).</p> <p>By logging into the system students will be able to proceed to the next step.</p> <p><b>Application</b> From the Web Self-Service user page, in the right-hand page, students should click on Study abroad &gt; Application Form for Incoming students (Erasmus/Exchange).</p> <p><b>Students will have to upload the following scanned documents:</b></p> <ul style="list-style-type: none"> <li>• A recent photograph (35x40mm, max 5MB, in JPEG, JPG, BMP or PJPEG)*</li> <li>• ID card (for Schengen countries) or passport for non-EU students*</li> <li>• Updated transcript of records in English*</li> <li>• A provisional Learning Agreement signed by the home university coordinator - for Erasmus students*</li> <li>• Language certificates (if required, check with home university)</li> </ul> <p>* Compulsory attachments</p>

### Acceptance of students

<b>In June</b>	From the end of May, 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. <b>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.</b>
<b>In November</b>	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. <b>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.</b>
Only for Partners with whom we have agreed on a second round of selection for the Spring semester	

### Academic Calendar and Mandatory arrival dates

#### First semester – Fall

Mandatory arrival date	September 10	2020
Classes Begin	September 14	2020
Midterms first semester	From 19 to 24 October	2020
Classes end	December 5	2020 (12 weeks of classes)
Examination period	From 9 December to 19 December 2020 One examination date for all first semester courses	
Examination period	From 7 January to 6 February 2021	
Christmas Holidays from 20 December 2020 to 6 January 2021		

#### Second semester - Spring

Mandatory arrival date	February 4	2021
Classes Begin	February 8	2021
Midterms second semester	From 23 to 30 March	2021
Classes end	May 15	2021 (13 weeks of classes)
Examination period	From 17 May to 1 July 2021	
Easter Holidays from 1 April to 6 April 2021 (TBC)		

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

## Requirements for Exchange Students

<b>Academic requirements</b>	<p>Although a specific minimum GPA is not required, incoming students should be in <b>good academic standing</b></p> <p>With <b>most of our partners</b> we have agreed that the language proficiency will be certified by each home university confirming the level is equivalent to at least B2 and <b>students will not be required to submit an official language test result for the exchange programme.</b></p> <p>Please notice that <b>knowledge of Italian language is not required for students studying in English.</b></p> <p><b>From our partner Universities with whom we have not agreed on a language certificate waiver we will require one of the following proof of language proficiency for English OR Italian language to study at Luiss.</b></p>
<b>Language requirements</b>	<p>A minimum of <b>B2</b> of the CEFRL or equivalent. Italian language proficiency can be certified by the Home university.</p>
<b>For Italian:</b>	<p>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</p>
<b>For English:</b>	

## Courses available to Exchange Students

<b>Language of instruction</b>	<p>Italian &amp; English</p> <p>3 + 2 - according to the Bologna system</p>
<b>University structure</b>	<p>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)</p>
<b>ECTS credits</b>	<p>Luiss university credits are ECTS credits 1 credit is equivalent to 25 hours of study</p>
<b>Attendance of courses</b>	<p>Full-time attendance of courses is compulsory</p>
<b>Average workload</b>	<p>The average workload for Luiss students is <b>about 30 ECTS credits per semester</b>, including language courses.</p> <p>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.</p> <p>Three or four courses per semester are the average workload for full-time study, depending on the year of study and level.</p>
<b>Minimum requirements</b>	<p>It is a responsibility of the home Institution, but exchange students should <b>take at least one course.</b></p>
<b>Maximum number of credits</b>	<p>Although for enrolment purposes and deadlines, exchange students will be allowed to enrol in up to 60 ECTS credits per</p>

	semester, <b>they are strongly advised not to take more than 32 credits per semester</b> (not including the Italian language course).
<b>Courses exchange students can take</b>	<p>Exchange students will be given access <b>to all the courses at Bachelor and /or Master</b>, as long as they have the necessary prerequisites and do not have time-table clashes.</p> <p>The Master courses are at advanced level and students should have the required background and very good language competences.</p>
<b>Restricted programmes and courses</b>	<p>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</p>
<b>Programmes and courses in English</b>	<p>Erasmus and exchange students will have access to <b>over 230 courses in English</b>. They will be allowed to attend the courses in English offered in the following programmes, according to their academic background and English language proficiency:</p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in <b>Economics and Business</b></li> <li>• Bachelor's Degree in <b>Management and Computer Science</b></li> <li>• Bachelor's Degree in <b>Politics Philosophy and Economics</b></li> <li>• Master's Degree in <b>Management</b></li> <li>• Master's Degree in <b>Corporate Finance</b></li> <li>• Master's Degree in <b>Global Management and Politics</b></li> <li>• Master's Degree in <b>Law, Digital Innovation and Sustainability</b></li> <li>• Master's Degree in <b>International Relations</b></li> <li>• Master's Degree in <b>Policies and Governance in Europe</b></li> <li>• Master's Degree Major in <b>Economics</b></li> <li>• Master's Degree Major in <b>Finance</b></li> <li>• Master's Degree Major in <b>Marketing Analytics &amp; Metrics</b></li> <li>• Master's Degree Major in <b>Market Relationship &amp; Customer Engagement</b></li> <li>• Master's Degree Major in <b>EU Law and Regulation</b></li> <li>• Master's Degree Major in <b>Law and Innovation</b></li> </ul>
New from 2020-2021!	
New from 2020-2021!	
New from 2020-2021!	
<b>Elective courses</b>	<p>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 August.</p>
<b>Cross-department and / or Cross-programme enrolment</b>	<p>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.</p> <p><b>Students must have the required pre-requisites and avoid time-table clashes.</b></p>
<b>The Department of Law</b>	<p>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 degree program of 120 credits worth.</p>
<b>Course description</b>	<p>Course description can be found at <a href="http://www.luiss.edu/cattedreonline">http://www.luiss.edu/cattedreonline</a></p>

	If you do not find some course descriptions it means they are new subjects and they not available yet.
<b>Italian language course</b>	<p>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).</p> <p>The courses are at three levels, beginners, intermediate and advanced and are free of charge for the students.</p> <p>The students that attend the courses and comply with the requirements will receive a certificate and gain 3 ECTS credits, per semester.</p>
<b>Course Enrolment</b>	<p>Students coming for the first semester will need to make a <b>provisional course registration</b> in June while students coming for the spring will make it in November.</p> <p>The <b>final course selection</b> will take place at the <b>beginning</b> of each <b>semester</b>. Detailed information will be sent with the acceptance letter.</p>
<b>Academic Offer</b>	
<b>Departments</b>	<p>Department of <b>Business and Management</b></p> <p>Department of <b>Economics and Finance</b></p> <p>Department of <b>Law</b></p> <p>Department of <b>Political Science</b></p>
<b>Bachelor's Degree Programmes (3 years)</b> 180 ECTS credits	<p><b>Economics and Management</b></p> <p><b>Management and Computer Science</b> (held in English)</p> <p><b>Economics and Business</b> (held in English)</p> <ul style="list-style-type: none"> <li>• Management</li> <li>• Economics</li> <li>• Finance</li> </ul> <p><b>Political Science</b></p> <ul style="list-style-type: none"> <li>• Politics, Philosophy and Economics (held in English)</li> <li>• Political Science</li> </ul>
<b>Single Cycle Graduate Programme (5 years)</b> 300 ECTS credits	<p><b>Law</b></p> <ul style="list-style-type: none"> <li>• EU Law and Regulation (held in English)</li> <li>• Law and Innovation (held in English)</li> <li>• Civil Law</li> <li>• Law and Economics</li> <li>• Company and Tax Law</li> <li>• Criminal Law</li> <li>• Administrative Law</li> <li>• International Law</li> <li>• Labour and Social Security Law</li> </ul>

**Master's Degree Programmes (2 years)**  
120 ECTS credits

**Business Management**

- Entrepreneurship and Family Business
- Organization and Human Resource Management
- Strategic Management

**Accounting, Finance and Control**

- Corporate
- Professional

**Management** (held in English)

- Entrepreneurship and Innovation
- International Management
- Luxury, Fashion and Made in Italy

**Corporate Finance** (held in English)

**Global Management and Politics** (held in English)

**Marketing**

- Marketing Analytics & Metrics (held in English)
- Market Relationship & Customer Engagement (held in English)
- Marketing Analytics & Metrics
- Market Relationship & Customer Engagement

**Economics and Finance**

- Economics (held in English)
- Finance (held in English)
- Banks and Financial Intermediaries

**International Relations** (held in English)

- Diplomacy
- Security
- Mediterranean Governance

**Government, Administration and Politics**

- Politics and Communication
- Government and Administration

**Policies and Governance in Europe** (held in English)

- Cultural Heritage Policies
- Economic Governance and Market regulation

**Law, Digital Innovation and Sustainability** (held in English)

- Digitalization
- Sustainability

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**Examination periods and assessment**

**Examination periods**

Exams are held after the teaching period and can be oral, written or both. Depending on the Department, each exam will have two or three dates offered during the examination period and students can choose which date they wish to take the exam.

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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.**

<b>Final assessment</b>	<p><b>Exams can be taken only on the official dates.</b> 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.</p>
<b>Proctored Exams</b>	<p>According to the Italian examination system <b>Luiss cannot allow proctored Exams.</b></p>
<b>Transcript of record</b>	<p>Transcripts of records will be sent by email to the Partner Institutions 4 weeks after the end the examinations periods of each examination session.</p> <p>Luiss University is embracing an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it.</p>
<p><b>Grading system</b></p> <p>30 e lode = excellent 29-30 = very good 27-28 = good 24-26 = satisfactory 18-23 = sufficient &lt; 18 = fail</p>	<p>Individual courses are graded on a scale of 18-30/30. Very brilliant students may be awarded 30 cum laude (30 e lode).</p> <p>The minimum passing grade is 18/30. <b>Grades below 18 are a fail and are not registered.</b></p> <p>Grades below 18 will not and cannot appear on the transcript of records. In Italy grades below 18 do not exist. <b>Exceptions cannot be made.</b></p>

#### **Accommodation**

<b>Type of housing offered</b>	<p>The Luiss University Accommodation Office is available to assist incoming exchange students in their search for housing.</p> <p>Students can apply for <b>a room in a Luiss Residence or in an apartment shared</b> with other students. More details about the residences can be found at <a href="http://www.luiss.it/node/27789">http://www.luiss.it/node/27789</a>. <b>There are limited places available</b> 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.</p> <p>For more information: <a href="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</a></p>
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<b>Application for housing</b>	Students must apply for housing through a web form during their online application to Luiss.
<b>Application deadline for housing</b>	<b>15 MAY 2020 - for both I (Fall) and / or II (Spring) semester</b>  Luiss <b>does not usually accept a second round</b> of selected students <b>for the second semester</b> , after the summer. Very few exceptions can be made <b>and they have been agreed on with the partners involved.</b>
<b>Contact for housing</b>	<b>Accommodation e campus services</b> T: +39 06 85225971 residenze-collegi@luiss.it



<b>Fees</b>	<b>Erasmus students and students under a Bilateral Exchange Agreement do not have to pay any kind of University fee.</b> These students are admitted on a no tuition fee basis.
<b>Facilities for exchange students:</b>	<ul style="list-style-type: none"> <li>• Italian language courses</li> <li>• A University radio and web TV</li> <li>• Free shuttle buses connecting the different campuses</li> <li>• Free medical service and emergency medical assistance</li> <li>• Cultural activities such as: conferences, cinema, theatre, literature and music</li> <li>• Luiss e-mail account</li> <li>• Access to the wireless network</li> <li>• Computer and printing facilities</li> <li>• Orientation services and tutoring</li> </ul>

- A specialized library that may also be accessed online through the University's website
  - University canteens and cafés
  - A sports club
  - Language café
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## 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=509&langId=en>

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

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### 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>

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### 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.

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### **Cost of living**

Housing: between € 350 and € 600 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

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**Resources on Rome and Italy**

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