

LUISS GUIDO CARLI UNIVERSITY FACT AND INFORMATION SHEETS 2019-2020



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. Andrea Prencipe
Rector's Delegate for Internationalization	Prof. Raffaele Marchetti

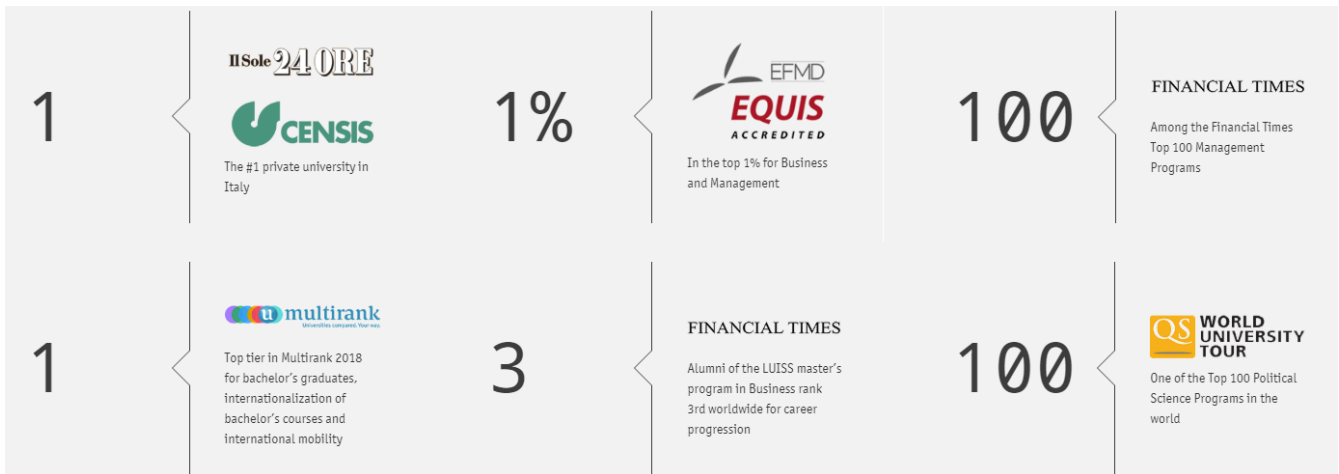
LUISS STUDENT EXCHANGE OFFICE

Student Exchange Office Gestione Esperienze Internazionali Viale Romania, 32 00197 Rome – Italy	http://www.luiss.edu/students/erasmus-and-exchange-students relint@luiss.it T: +39-06-85225.642 F: +39-06-85225.505
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CONTACTS

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RANKINGS



NOMINATION AND APPLICATION PROCEDURES

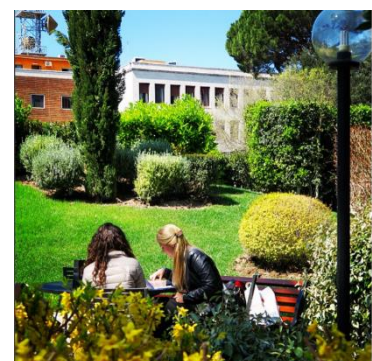
Nomination deadline	9 MAY for both I (Fall) and / or II (Spring) semester
Nomination procedures	All exchange students must be nominated by their home university . The home coordinator must e-mail the nomination sheet to relint@luiss.it
Application period (including housing)	11/02 to 15/05/2019 for both 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 <u>and they have been agreed on with the partners involved.</u>
Application procedures	<p><u>Online application system</u></p> <p>Application steps for incoming students:</p> <p>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.</p> <p>REGISTRATION</p> <p>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.</p> <p>If registration is successful, students will be allowed to login to the system using their newly assigned username and password. <u>We recommend saving this page, print it, or note down the credentials for future use</u> (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>APPLICATION</p> <p>From the Web Self-Service user page, in the left-hand page, students should</p>

	<p>click on Study abroad > Application Form for Incoming students (Erasmus/Exchange).</p> <p>Students will have to upload the following scanned documents:</p> <ul style="list-style-type: none"> • 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) <p>* Compulsory attachments</p>
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ACCEPTANCE OF STUDENTS

<p>In June</p>	<p>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.</p> <p>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.</p>
<p>In November</p> <p><i>Only for Partners with whom we have agreed on a second round of selection for the Spring semester</i></p>	<p>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.</p> <p>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.</p>



ACADEMIC CALENDAR AND MANDATORY ARRIVAL DATES

FALL SEMESTER (16 September 2019 - 8 February 2020)	
Application deadline	15 May 2019
<u>Mandatory arrival date - Fall</u>	12 September 2019 <i>Orientation sessions will be held on the set arrival date</i>
Classes - 12 weeks of classes	From 16 September to 07 December 2019
Midterms first semester	From 25 to 31 October 2019
Examination period	From 9 December to 20 December 2019 One examination date for all courses will be offered before the Christmas holidays. From 7 January to 8 February 2020

Christmas holidays from 21 December to 6 January 2020

SPRING SEMESTER (11 February - 1 July 2020)	
Application deadline	15 May 2019
<u>Mandatory arrival date - Spring</u>	6 February 2020 <i>Orientation sessions will be held on the set arrival date</i>
Classes - 13 weeks of classes	From 10 February to 9 May 2020
Midterms second semester	From 23 to 28 March 2020
Examination period	From 11 May to 1 July 2020

Easter holidays from 9 to 14 April 2020

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 equivalent to at least B2 and students will not be required to submit an official language test result for the exchange programme . Please notice that <u>knowledge of Italian language is not required for students studying in English</u> . 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 <u>OR</u> Italian language to study at LUISS.
For Italian:	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
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COURSES AVAILABLE TO EXCHANGE STUDENTS:

Languages of instruction	Italian and English
University structure	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 up to 60 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 Language courses other than Italian Workshops and Seminars
Programmes and courses in English	Erasmus and exchange students will have access to over 230 courses in English . They will be allowed to attend the courses in English offered in the following programmes, according to their academic background and English language proficiency: <ul style="list-style-type: none"> ▶ Bachelor's Degree in Economics and Business ▶ Bachelor's Degree in Management and Computer Science ▶ Bachelor's Degree in Politics Philosophy and Economics

<p style="text-align: center;">New from 2019-2020!</p> <p style="text-align: center;">New from 2019-2020!</p>	<ul style="list-style-type: none"> ▶ Master's Degree in Management ▶ Master's Degree in Corporate Finance ▶ Master's Degree in Global Management and Politics ▶ 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 Major in EU Law and Regulation ▶ Master's Degree Major in Law and Innovation
<p>Elective courses</p>	<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>
<p>Cross-department and / or Cross-programme enrolment</p>	<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>Students must have the required pre-requisites and avoid time-table clashes.</p>
<p>The Department of Law</p>	<p>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.</p>
<p>Course descriptions</p>	<p>Course descriptions can be found at http://www.luiss.edu/cattedreonline</p> <p>If you do not find some course descriptions it means they are new subjects and they not available yet.</p>
<p>Italian language courses</p>	<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). 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>
<p>Course Enrolment</p>	<p>Students coming for the first semester will need to make a provisional course registration in June while students coming for the spring will make it in November.</p> <p>The final course selection will take place at the beginning of each semester. Detailed information will be sent with the acceptance letter.</p>

ACADEMIC OFFER

<p>Departments</p>	<p>Department of Business and Management</p> <p>Department of Economics and Finance</p> <p>Department of Law</p> <p>Department of Political Science</p>
<p>Bachelor's Degree Programmes (3 years) 180 ECTS credits Programmes offered in English in blue</p>	<p>Economics and Management</p> <p>Management and Computer Science</p> <p>Economics and Business</p> <ul style="list-style-type: none"> ▪ Management

	<ul style="list-style-type: none"> ▪ Economics ▪ Finance <p>Political Science</p> <ul style="list-style-type: none"> ▪ Politics, Philosophy and Economics ▪ Political Science
<p>Single Cycle Graduate Programme (5 years) 300 ECTS credits Programmes offered in English in blue</p>	<p>Law</p> <ul style="list-style-type: none"> ▪ EU Law and Regulation ▪ Law and Innovation ▪ Civil Law ▪ Law and Economics ▪ Company and Tax Law ▪ Criminal Law ▪ Administrative Law ▪ International Law ▪ Labour and Social Security Law
<p>Master's Degree Programmes (2 years) 120 ECTS credits Programmes offered in English in blue</p>	<p>Business Management</p> <ul style="list-style-type: none"> ▪ Entrepreneurship and Family Business ▪ Organization and Human Resource Management ▪ Strategic Management ▪ Individual study plan <p>Administration, Finance and Control</p> <ul style="list-style-type: none"> ▪ Corporate ▪ Professional <p>Management</p> <ul style="list-style-type: none"> ▪ Entrepreneurship and Innovation ▪ International Management ▪ Luxury, Fashion and Made in Italy ▪ Individual study plan <p>Corporate Finance</p> <p>Global Management and Politics</p> <p>Marketing</p> <ul style="list-style-type: none"> ▪ Marketing Analytics & Metrics ▪ Market Relationship & Customer Engagement ▪ Marketing Analytics & Metrics ▪ Market Relationship & Customer Engagement <p>Economics and Finance</p> <ul style="list-style-type: none"> ▪ Economics ▪ Finance ▪ Banks and Financial Intermediaries <p>International Relations</p> <ul style="list-style-type: none"> ▪ European Studies ▪ Global Studies ▪ International Relations <p>Government and Policies</p> <ul style="list-style-type: none"> ▪ Public Policies ▪ Communication and New Media

	<ul style="list-style-type: none"> ▪ Institutions and Politics ▪ Public Politics
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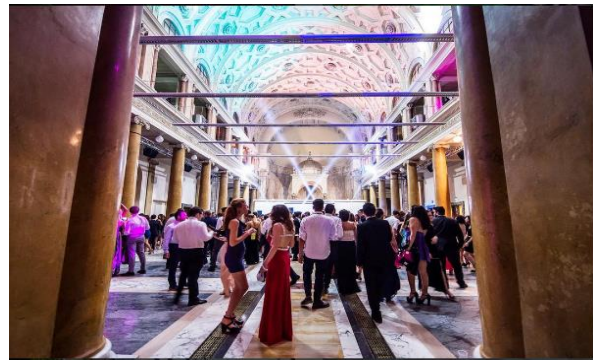
EXAMINATION PERIODS AND ASSESSMENT:

Examination periods	<p>Exams are held after the teaching period and can be oral, written or both. 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.</p> <p>The exact examination dates for each subject will be defined about a month and a half before the beginning of the examination session.</p> <p>Students should make their travelling arrangements according to the examination periods.</p> <p>ATTENTION: The examination period in <u>September is not open to exchange students.</u></p>
Final assessment	<p>Exams can be taken only on the official dates.</p> <p>Exchange students will take their exams in the same conditions as regular students.</p> <p>Exchange students are <u>NOT</u> authorized to organize their exams individually with their professors.</p>
Proctored Exams	<p>According to the Italian examination system LUISS CANNOT allow proctored Exams.</p>
Transcripts of records	<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>Grading system</p> <p>30 e lode = excellent 29-30 = very good 27-28 = good 24-26 = satisfactory 18-23 = sufficient < 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. <u>Grades below 18 are a fail and are not registered.</u></p> <p>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.</p>

ACCOMMODATION:

Type of housing offered	<p>The LUISS University Accommodation Office is available to assist incoming exchange students in their search for housing.</p> <p>Students can apply for a room in a LUISS Residence or in an apartment shared with other students.</p> <p>More details about the residences can be found at http://www.luiss.it/node/27789. There are limited places available and they will be assigned on a first-come first-served basis.</p> <p>Students interested in living in an apartment will receive an email with customized proposals in accordance with the preferences expressed in the</p>
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	<p>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.</p> <p>For more information: http://www.luiss.edu/students/erasmus-and-exchange-students/finding-room-erasmus-or-exchange-student</p>
Application for housing	Students must apply for housing through a web form during their online application to LUISS.
Application deadline for housing	15 MAY 2019 - 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:	<p>Erasmus students and students under a Bilateral Exchange Agreement do not have to pay any kind of University fee.</p> <p>These students are admitted on a no tuition fee basis.</p>
Facilities for exchange students:	<ul style="list-style-type: none"> ▪ Italian language courses ▪ A University radio and web TV ▪ 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 sports club ▪ Language café



VISA AND INSURANCE:

<p>Health insurance</p>	<p>Non-EU students must hold a health insurance policy meeting the following requirements:</p> <ul style="list-style-type: none"> ▪ 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. <p>EU students must bring their European Health Insurance Card (EHC) 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</p> <p>An insurance covering third part liability is strongly recommended for all exchange students.</p>
<p>Visa application (for non-schengen citizens)</p>	<p>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</p>
<p>Permit of stay (for non-schengen citizens)</p>	<p>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:</p> <ul style="list-style-type: none"> ▪ A declaration of sufficient means of support ▪ A private Health Insurance valid in Italy ▪ The acceptance letter they received from LUISS <p>Please note that all the documents must be originals. Private insurance from home countries are sometimes not accepted at the <i>Questura</i>, unless an official paper from the Italian Embassy or Consulate of home country states the validity of the insurance.</p> <p>Students will receive detailed information before arrival with their acceptance letter.</p>



Cost of living:	<p>Housing: between € 350 and € 600 per month</p> <p>Transportation: € 35 monthly card; € 1.50 single ticket (valid for 100 min.)</p> <p>Textbooks: about € 200 / 250 average per semester</p> <p>Cinema: € 8.00</p> <p>Food and meals: between € 150 and 250 per month</p> <p>Meals at the University restaurant: € 5 / 8 per meal</p> <p>Fast food menu: € 6.50</p> <p>Espresso coffee: € 1.00</p> <p>Cappuccino: € 1.50</p> <p>Milk: € 1.40 / Liter</p> <p>Bread: € 3.50 / Kilo</p> <p>Beef: € 9.00 / 19.00 / Kilo</p> <p>Chicken: € 8.00 / 10.00 /Kilo</p> <p>Rice: € 1.70 / 2.50 / Kilo</p> <p>Pasta: 0.80 / 1.20 /Kilo</p> <p>Mineral water: € 0.20 / 0.50 /Liter</p> <p>Bottle of wine: € 3 / 6</p>
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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