

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	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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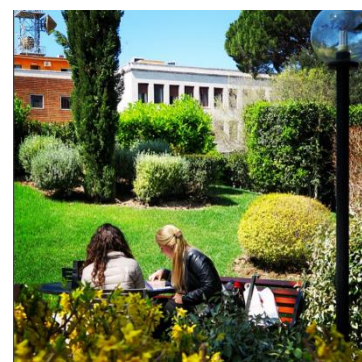
NOMINATION AND APPLICATION PROCEDURES

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 nomination sheet to relint@luiss.it
Application period (Including housing)	19/02 to 31/05/2018 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 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>



ACCEPTANCE OF STUDENTS

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

<p>FALL SEMESTER (10 September 2018 - 9 February 2019)</p>	
<p>Application deadline</p>	<p>31 May 2018</p>
<p><u>Mandatory arrival date - Fall</u></p>	<p>6 September 2018 <i>Orientation sessions will be held on the set arrival date</i></p>
<p>Classes - 12 weeks of classes</p>	<p>From 10 September to 01 December 2018</p>
<p>Midterms first semester</p>	<p>From 5 to 10 November 2018</p>
<p>Examination period</p>	<p>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</p>

Christmas holidays from 20 December to 6 January 2019

SPRING SEMESTER (11 February - 3 July 2019)

Application deadline	31 May 2018
<u>Mandatory arrival date - Spring</u>	7 February 2019 <i>Orientation sessions will be held on the set arrival date</i>
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

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 . <u>Please notice that 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 CEFR 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	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	<p>The average workload for LUISS students is about 30 ECTS credits per semester, 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. Three or four courses per semester are the average workload for full-time study, depending on the year of study and level.</p>
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	<p>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.</p> <p>The Master courses are at advanced level and students should have the required background and very good language competences.</p>
Restricted programmes and courses	<p>School of Government programs</p> <p>School of European Political Economy programs</p> <p>School of Law programs</p> <p>School of Journalism programs</p> <p>LUISS Business School and MBA Programs</p> <p>Post-graduate and PhD courses</p> <p>One year Master programs</p> <p>Global Master in Management and Politics</p> <p>Language courses other than Italian</p> <p>Workshops and Seminars</p>
Programmes and courses in English  New Degree from 2018-2019  New Degree from 2018-2019	<p>Erasmus and Exchange students will have access to over 200 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:</p> <ul style="list-style-type: none"> ▶ 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 in Corporate Finance ▶ 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 ▶ 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.
Course descriptions	Course descriptions 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 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.
Course Enrolment	Students coming for the first semester 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.

ACADEMIC OFFER

Departments	Department of Business and Management Department of Economics and Finance Department of Law Department of Political Science
Bachelor's Degree Programmes (3 years) 180 ECTS credits Programmes offered in English in red	Economics and Management Management and Data Science Economics and Business <ul style="list-style-type: none"> ▪ Management ▪ Economics ▪ Finance Political Science <ul style="list-style-type: none"> ▪ Politics, Philosophy and Economics ▪ Political Science
Single Cycle Graduate Programme (5 years) 300 ECTS credits Programmes offered in English in red	Law <ul style="list-style-type: none"> ▪ Civil Law ▪ Law and Economics ▪ Company and Tax Law ▪ Criminal Law ▪ Administrative Law ▪ International Law ▪ Labour and Social Security Law ▪ EU Law and Regulation

<p>Master's Degree Programmes (2 years) 120 ECTS credits Programmes offered in English in red</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>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"> ▪ Banks and Financial Intermediaries ▪ Economics ▪ Finance <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"> ▪ Communication and New Media ▪ Institutions and Politics ▪ Public Politics ▪ Public Policies
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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.

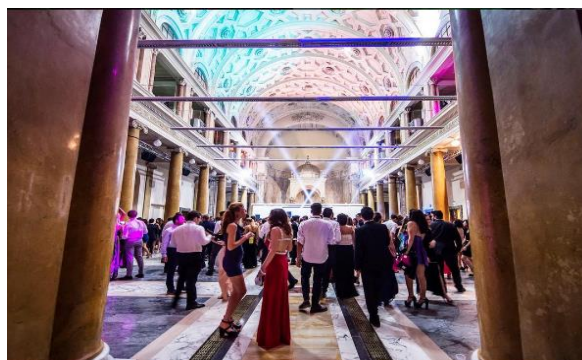
EXAMINATION PERIODS AND ASSESSMENT:

Examination periods	<p>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.</p> <p>The exact examination dates for each subject will be defined about twenty days 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 5 weeks after the end the examinations periods of each examination session.</p> <p>LUISS University is now embracing an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it.</p>
Grading system 30 e lode = excellent 29-30 = very good 27-28 = good 24-26 = satisfactory 18-23 = sufficient < 18 = fail	<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.</p> <p>Exceptions cannot be made.</p>

ACCOMMODATION:

Type of housing offered	<p>Off-campus rooms in private apartments with other students.</p> <p>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.</p> <p>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.</p> <p>http://www.luiss.edu/students/erasmus-and-exchange-students/finding-room-erasmus-or-exchange-student</p>
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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 online application form uploading a scan of the housing form 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.



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:	<ul style="list-style-type: none"> ▪ 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 website ▪ University canteens and 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 ▪ Free shuttle buses connecting the different campuses ▪ 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 and legalized by the Italian Embassy/Consulate. <p>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</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 not accepted at the Questura, 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:

Housing: between € 350 and € 600 per month
 Transportation: € 35 monthly card; € 1.50 bus 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