

International Exchange Programmes

Erasmus+ and Non-European countries



Regulations for outgoing students

A.A. 2019-2020

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Student Exchange Office



Erasmus+ and Non-European Countries

Regulations for Outgoing Students - 2019-2020 Academic Year

All students selected for a study period abroad must carefully read this document and clear up any doubts that they may have with the Student Exchange Office before their departure from Italy.

NOTICE

Withdraw from the exchange program

In order to allow a smooth organization of the Program, in case you wish to withdraw from the offered seat, please inform the Student Exchange Office in written form (or via email to relint@luiss.it) as soon as possible and still within 3 days after the publication of the rankings. After such deadline, withdrawing is only allowed in case, at the end of the approval procedure of the study plan abroad, a candidate has not received the recognition of at least 20 Luiss credits.

Withdrawing from the offered seat means withdrawing from the Exchange Program for the academic Year 2019-2020.

Any withdrawing from the offered seat after the set deadline and that does not allow other students to take that seat, will be reported to the **Prorettore alla Didattica**. He or she will confer Whenever the reasons behind it are not judged as reasonable by the **Prorettore alla Didattica**, the **Presidente della Commissione di Esame di Laurea** will be informed in order to take the case into account at the moment of judging the academic **curriculum** of the student.

1. ERASMUS – BILATERAL EXCHANGE MEDICAL INSURANCE

For EU countries it is necessary to bring one's own European Health Insurance Card, in the absence of which it will be necessary to apply to one's local health authority (ASL) for a certificate in lieu thereof.

In any event, it is advisable to take out insurance that covers medical care, possible hospital stays, etc.

For non-EU countries, students have to take out specific insurance that covers health costs, medical care and eventual hospital stays.

Study periods abroad do not automatically include insurance coverage. It is recommended that outgoing students take out insurance that, depending on their personal situation and host location, covers the following:

- ▶ civil liability related to using non-motorized vehicles;
- ▶ third party liability.

N.B.

For **non-EU** destinations students have to take out insurance that **fulfils the insurance conditions laid down by the relevant host university**.

It is advisable to check those conditions in advance and where possible to take out insurance policy directly through the host institution.

Some Institutions, like the **University of Tilburg, US/Canadian universities, etc.** require the insurance policy to be taken out directly through them (see the documentation on intranet.luiss.it or on the host university's website).

2. ONLINE LEARNING AGREEMENT FOR COURSE RECOGNITION

Selected students must submit **as soon as possible**, as well as **by the deadline** sent **by email**, their proposals for the recognition of the courses they would like to take abroad to the attention of the Erasmus Coordinator of their department, by filling out an **online Learning Agreement** through the **Web Self-Service**. Please refer to the Online Submission of the Learning Agreement guidelines available on the Luiss website and received by email.

The Academic Coordinators are the following professors:

Department of Political Science: prof. Francesco Cherubini

Department of Business and Management: prof. Paola Fersini and prof. Maria Jell Ojobor

Department of Economics and Finance: prof. Giovanna Vallanti

Department of Law: prof. Barbara De Donno

Students must not contact the Coordinators by email, proposals are to be sent through the Web Self-Service.

Before submitting proposals, it is necessary to **carefully peruse** the course offering and availability at the host institution. In case information by the host institution is unavailable it is possible to refer to the available questionnaires in the 'Università Partner' Intranet portal on <http://intranet.luiss.it/>.

Preparing proposals for the Coordinators' assessment is an individual **responsibility** of each **student**.

Students must submit a study plan to follow abroad for a total of about 30 ECTS credits. For non-EU institutions that do not use the ECTS system or an equivalency with it, students must take from 3 to 5 courses, according to the regulations of the host institution. It is not possible to recognize more than 36 ECTS credits (Luiss) per semester.

Students will have to prepare a **rather wide** range of **proposals**, in case one is not accepted by their Coordinator.

In case a proposal is not accepted, it will be necessary to submit a **new proposal within 24 hours** of the email notification.

Non-compliance with the deadline for submitting proposals might **jeopardize** the **participation** in the exchange program.

For the purpose of proposal submission it is recommended to choose courses whose recognition may be more likely.

Specifically, in the case of **compulsory courses** a strong **compatibility and similarity of the programs is required**.

For **elective courses** (*corsi a scelta*) it is not necessary to find ones that actually **match a Luiss course**: all that is required is that they be **consistent** with the student's own **degree program** but not too similar (as regards name and content) to compulsory courses forming part of that program.. **They will be transcribed in the students' records with the name in the original language.**

Optional **additional courses** (*corsi liberi*) may be included as part of the process of submitting the Learning Agreement online, ticking the relevant box. The approval of the Department's Academic Coordinator is not required for those types of courses.

The recognition of courses of the previous academic year (compiled in special lists for each host institution) are usually deemed as valid by the Academic Coordinators. The final approval is however every time their prerogative. The lists of previously approved courses can be found in the 'Università Partner' Intranet portal at the page <http://intranet.luiss.it>, at the bottom of the 'Corsi' page.

Be reminded that it is **required to reach a global credit balance**: the total of credits earned abroad cannot be below 75% of the credits recognized at Luiss. In order to balance credits it may be necessary to **associate another or more than one foreign course** (so-called 'compensatory' courses) to obtain recognition of a single Luiss course.

After approval of the Learning Agreement (with consequent **electronic signature**), all outgoing students to an **Erasmus Institution** are to **download, sign, and send a scanned copy by email** to the receiving university asking that it be **countersigned**.

It is mandatory to **CC** (carbon copy) the email address of the Student Exchange Office:

relint@luiss.it

The countersigned copy must be forwarded to the same address in case the Host Institution does not send it. **Failing to comply** with this procedure before the mobility will entail the **loss of the Erasmus grant** and the **impossibility to recognize the exams** taken abroad.

Obtaining the **signature** on the Learning Agreement by the Host Institution is not necessary for students participating in a **bilateral exchange**.

3. CHANGES TO THE LEARNING AGREEMENT

Once **approved** the Learning Agreement **cannot be changed**, save in exceptional cases.

Upon arrival at the Host Institution, students must check the **availability of the courses** approved before departure by the Academic Coordinator and **listed in the Learning Agreement**.

Should one of the selected courses be unavailable they can send a new Learning Agreement **by two weeks from the start of classes at the latest**.

It is possible to present a new Learning Agreement **only when the change is inevitable** (for instance after an alteration of the course offering at the Host Institution). Students will have to log into their Web Self-Service and click on the **'New Learning Agreement'** button as instructed in the [Online submission of the Learning Agreement](#) available on the website.

- Please remember that **no more than 36 ECTS (Luiss)** can be recognized **per semester**.
- Please remember that students are to **submit the Luiss study plan (i.e. the choice of electives and track/major)**, following the instructions on the website, **by the deadlines set by the Student Office**.
- N.B.** In case it is necessary to take **two (or more) exams abroad** for the recognition of a single Luiss course, it is **compulsory to pass both (or more) exams** to obtain the recognition at Luiss. If both (or more) are not passed, the exam taken abroad without compensatory might be recognized as an additional course (*corso libero*).
- N.B.** After the timeframe to change the Learning Agreement it is no longer possible to make further changes.

Once approved by the Erasmus Coordinator, the Learning Agreement must be signed by a responsible person in the International Relations office at the Host Institution.

Afterwards, a scan will have to be sent by email to: relint@luiss.it

This document is **mandatory for obtaining the grant** and towards the **recognition of the exams at the end of the exchange program**.

4. COMPILATION OF ONE'S STUDY PLAN FOR THE 2019-2020 ACADEMIC YEAR

Students must compile their overall study plan **online** through the University's web self-service <http://www.luiss.it/students/web-self-service> in June 2019. The **deadlines and procedures are specified on the website**.

Within the Luiss study plan, to be filled in by June, the student will specify "exam to be taken abroad" **without the need of selecting a specific Luiss elective course**.

After the mobility, once the Student Exchange Office receives the Transcript of Records, the Segreteria Studenti (Student Office) will proceed registering the **original titles of the exams assessed abroad**, indicated on the Learning Agreement, along with the **number of credits for the elective courses based on each Luiss regulations** (6 or 8 ECTS credits).

Upon their return to Luiss, students who fail an exam at the host institution, must inform the Segreteria Studenti (Student Office) about the course they wish to take at Luiss, which must be part of those available for one's own Department/degree program and that has not already reached the maximum number of seats available.

Electives in the Luiss study plan cannot be similar (in terms of title and contents) to another course already followed abroad and recognized at Luiss.

5. ATTENDANCE AT LUISS LANGUAGE COURSES

Students abroad on Erasmus or a Bilateral Exchange will be exempted from attending the **compulsory** and **optional** language courses while they are actually abroad.

In general, it is recommended that students inform themselves at the host university about opportunities there for attending language courses if they are included in one's overall study plan so as not to diminish and, if anything, to actually improve language skills already acquired.

In any event students, must study by themselves using the course textbook and didactic material made available by their language teacher on the platform **Luiss Learn** - <http://learn.luiss.it> , which can be accessed with one's account credentials name.surname@studenti.luiss.it. Students may keep in contact with their language teacher while they are abroad.

Upon returning to Luiss students will be tested during the first lesson of the semester for the purposes of placing them in a group commensurate with their level should they be continuing their language courses.

For all information relating to language courses it is important to contact the University Language Center cla@luiss.it.

6. ONLINE LINGUISTIC SUPPORT

Students heading for an Erasmus destination must take an online language test devised by the European Union aimed at evaluating their competency in the language that they will be studying in. The result of the test will not be binding for the purposes of participation in Erasmus (for which the student has already been selected) but in case of need will be offered an opportunity to take an online language course. At the end of the study period abroad the student will have to take a new test to verify an expected improvement in language competency. The data gathered will serve to demonstrate the impact of Erasmus in improving the language skills of participants.

Both language assessment tests are compulsory. Specifically, completing the online assessment before the departure is a **mandatory requirement for the mobility** and **determines** the issuing of the **Erasmus grant**.

Furthermore, until the final test is completed, the recognition of exams taken abroad will be withheld.

7. DEGREE GRADE BONUS AND ADDITIONAL COURSES

On the basis of the resolution adopted by the Academic Senate on 15 December 2015, all students who participate in Erasmus or a Bilateral Exchange will be awarded a 1-point **bonus** for their **degree grade** on graduation provided that they have **taken and passed at least two curricular exams** (i.e. for courses in one's study plan) with marks expressed in thirtieths as part of the study period abroad (excluding additional courses or language courses).

Additional courses attended as part of Erasmus or a Bilateral Exchange or not on the list set by the Departments shall not count towards a student's grade point average.

8. ADMINISTRATIVE DEADLINES AT LUISS GUIDO CARLI

All **administrative formalities**, during the period of absence from Luiss Guido Carli, **must still be complied with by the relevant deadlines** (for example, submission of one's overall study plan on line, enrolment at Luiss Guido Carli, payment of tuition fee installments, possible registration for additional courses at Luiss, etc.).

9. HOST UNIVERSITY REGISTRATION AND APPLICATION

All partner universities require that students complete a registration - application procedure prior to arrival. That procedure envisages the submission of an **application form**, either on paper or electronically (though usually electronically), containing all data relating to the student, at times accompanied by other documentation like, for example, a copy of ID, up-to-date transcript of records (in English), curriculum vitae, reference letter from a professor, photograph, etc. Almost always, the procedure includes a request for accommodation or at the very least information on accommodation. Not all the host universities are able to directly offer accommodation to guest students.

In any event, **all host university deadlines must be met**: sending of application forms, on-line enrolment, course registration, accommodation applications, payment of security deposits, etc.

Students are responsible for complying with host university procedures by the deadlines set by the latter. Failing to comply with such procedures and deadlines might entail the exclusion from the exchange program.

The transcripts of records (certifications of exams taken abroad) will have to be requested in a timely manner at the Student Office.

<http://www.luiss.edu/students/student-office/bachelors-degree-programs/requesting-and-issuing-official-documents>
<http://www.luiss.edu/students/student-office/graduate-office/requesting-and-issuing-official-documentsself-certification->

10. USEFUL INFORMATION FOR FILLING OUT APPLICATION FORMS

Useful information for filling out application forms at host universities:

- The **Sending Institution** or **Home University** is Luiss Guido Carli:

Luiss Guido Carli

Student Exchange Office
Viale Romania 32
00197 Rome
Italy
Tel. : + 39 06 85225.389 / 642 / 722
Fax : + 39 06 85225.505
e-mail: relint@luiss.it

- **The Erasmus Code**, if requested, is: **I ROMA03**

- As regards Luiss the **Erasmus Institutional Coordinator**, the **Responsible Person at the Sending Institution** or the **Contact Person** is:

Ms. Annamaria A. Ricciardi

Head, Student Exchange Office
Erasmus Institutional Coordinator
Viale Romania 32
00197 Rome
Italy
Tel. : + 39 06 85225.711
Fax : + 39 06 85225505
e-mail: aricciar@luiss.it

- **Names of the Luiss Departments in English:**

Department of **Business and Management** (Impresa e Management)
Department of **Economics and Finance** (Economia e Finanza)
Department of **Political Science** (Scienze Politiche)
Department of **Law** (Giurisprudenza)

11. ACCOMMODATION

Not all partner universities guarantee an accommodation service. Many universities provide contact details for private agencies that furnish the service for exchange students. Many other partners do not guarantee any form of accommodation, be it in dormitories, halls of residence or private dwellings.

Luiss may provide information on procedures, if any, for accommodation but does not directly manage them. Students remain responsible for informing themselves as to the availability of accommodation and the procedures and deadlines for obtaining it.

Some useful portals for locating accommodation abroad are:

<https://www.housinganywhere.com/>

<https://www.airbnb.com/>

<https://www.uniplaces.com/>

<http://www.wg-gesucht.de/en/#> (accommodation in Germany)

Before making any booking through a portal it is advisable to carefully read the general and special terms and conditions.

Students are invited to pay attention to online scams and and take due precautions.

To provide a greater support to students for the mobility program, Luiss has entered an **agreement** with **Housing Anywhere**. To take advantage of the agreement, students must register on the platform using the [link](#) received by email.

In many cases, the standards of the offered accommodation options and campus residences offered to exchange students abroad is lower than the Italian one and of that of the Luiss residences. Students with particular needs are advised to bear this in mind and to seek accommodation privately.

12. GETTING READY FOR DEPARTURE

Once the partner universities receive the application forms, direct correspondence will take between them and Luiss students, generally by e-mail. Accordingly, **students must constantly check their e-mail**, making sure to also look in the spam and secondary messages folders.

Students must carefully read all communications received and follow host university instructions and deadlines. All formalities must be completed in good time without waiting until the last minute or deadline day. Otherwise, in some cases, students risk losing out on accommodation or not being able to register for their preferred courses. It is recommended that students **keep a copy of all documentation** received and correspondence exchanged (on paper or electronically).

13. VISAS AND HOST UNIVERSITY ACCEPTANCE

Students selected for non-European destinations (and some European ones like Turkey) have to **apply for a visa**, to which end a **letter of acceptance from the host university** will be necessary. In the majority of cases the letters will be sent to Luiss Student Exchange Office, from where students should **collect them as soon as possible** and **then visit the Embassy as a matter of urgency**. For some countries **at least three weeks are required to obtain a visa**. Information on the procedures to follow and the documentation to prepare can be found on the websites of the partner universities and the relevant embassies.

For candidates who are not citizens of an EU member state: in some cases the requirements for studying at a given location are dictated by the immigration policy of the host country. For example, the United Kingdom requires such candidates to submit a certain type of English certification. Candidates should carefully check whether any such specific requirements must be met in relation to the countries that they are interested in.

Student mobility programs are premised on cooperation between the universities involved, based on the provisions of agreements as amended from time to time. The information published in Annex A regarding the requirements for studying at the exchange locations is the result of intense negotiation aimed at facilitating access for Luiss students (for example, many locations in theory require external linguistic certification but in practice in many cases we are able to obtain an exemption by having language proficiency certified by our own University Language Center). Although we make every effort to publish reliable information, Luiss is not responsible for changes due to events beyond its direct control.

14. LANGUAGE WARM-UP BEFORE GOING ABROAD

In getting ready for departure it is advisable to brush up on the language of the host university, by revising grammar and practicing speaking and writing skills. Suggestions include watching films and TV in original language, visiting websites of newspapers and magazines from the relevant country, engaging in conversation and doing written exercises. The key is to do it constantly every week. Some useful sites to help you brush up on your English before departure are:

- ▶ www.efl.net
- ▶ www.speakuponline.it
- ▶ www.better-english.com/exerciselist: dedicated to business and technical English
- ▶ www.edufind.com/english/englishstests/cesc_test_login.cfm: English tests

Information on how to write an essay in English can be found at: www.essayinfo.com

Brushing up on one's language skills before departure is recommended for all students, regardless of level because even students with a high level can benefit from practice.

15. FOREIGN UNIVERSITY SYSTEM

The method of teaching at foreign universities is very different from that in employed in Italy in that it tends to be more practical and less theoretical. Lessons for each course do not generally exceed three a week. Individual work, group work, case studies and project work are periodically required. **Fewer traditional type lectures must not be interpreted as meaning a lighter workload.** Abroad, students are expected to do more individual work outside lectures. Exams are generally written and held over a concentrated period of about two weeks. Each exam has just one date it can be taken on. It is recommended to study right from the start and not to wait until just before the exams.

16. SECURITY ABROAD

Luiss is developing a Safety Check feature in the Super App. The purpose of this feature is to provide a service for the protection of students undertaking an exchange experience with the universities abroad Luiss has entered cooperation agreements with.

The service will be integral with the “**Viaggiare Sicuri**” e “**Dove siamo nel mondo**”, sponsored by the Unità di crisi of the Italian Ministry of Foreign Affairs.

The Ministry of Foreign Affairs in case of emergency abroad recommends following this procedure:

In case of attacks or other grave circumstances

- ***Avoid the concerned area or, if you are nearby, quickly flee towards a safe place.***
- ***Stay temporarily in your house, stay informed through media and follow the directions of local authorities.***
- ***If possible, try to seek help from and/or provide your location to the local Italian consular body.***
- ***Inform your family about your safety (sms, social media) and invite them to inform the Unità di Crisi.***
- ***If telephone communication is impossible, use social media.***

17. POTENTIAL DIFFICULTIES ON ARRIVAL OR DURING THE PERIOD ABROAD

The novelty of the experience, the **first time away from home**, initial language difficulties, the impact with a new country and bureaucracy to deal with on arrival could create difficulties for some students. They are problems that can be resolved: it is important to adopt an open and positive attitude in order to get through the first few days. Students should not let themselves be overcome by anxiety but should put the difficulties into perspective. They will soon pass and the period of study abroad will become very rewarding.

To quote from the report of an Erasmus student: "If I had to give words of advice to a student heading off on Erasmus, it would be to go with peace of mind because it will definitely turn out to be a wonderful and enriching experience. Be patient: you might be feeling a little lost and lonely at the very beginning but in the space of a few days you'll start to find your feet and socialize right away".

Students can count on the support of Luiss Student Exchange Office, before departure, during the study period abroad and after their return to Italy. For problems of any type students can always contact both Luiss Student Exchange Office and the corresponding office at the host university.

18. ARRIVAL AT THE HOST UNIVERSITY

The date of arrival communicated by the host university must be complied with.

It is necessary to inform the host university of the exact date of arrival, **if required**.

Upon arrival it is essential to fill out the form available at the following link <https://goo.gl/forms/rfpfYi5FbLNNZYzZ2>, send the signed Erasmus arrival/departure form and the **final Learning Agreement** by email to the Luiss Student Exchange Office (relint@luiss.it).

19. DURATION OF THE STUDY PERIOD ABROAD

All exchange students are expected to **stay abroad throughout the entire duration of the semester, until completing their exams**. In any case, for no less than three months (90 days), the minimum duration determined for the Erasmus+ program.

All agreements with partner universities are for **one semester only**. Possible and exceptional requests for extensions of stay will have to be submitted to the Student Exchange Office by mid-October and will be assessed case by case. For bilateral institutions, it will not be possible to extend the period.

Before submitting the request, students should bear in mind that **completion of their degree program may take more time because of the extension**, and that it will not be possible to receive the **grant** for the **second semester**.

All procedures and authorizations for the extension **must be completed by 31 October 2019**.

20. EXTENSION PROCEDURE

To apply for an extension of one's study period abroad it is necessary to proceed as follows:

- 1- Firstly, ask Luiss Student Exchange Office to check whether it is possible to extend one's stay at the host university concerned.
- 2- Request acceptance from the Erasmus Coordinator of the host university.
- 3- Ensure that the Erasmus Coordinator of the host university e-mails the acceptance to Luiss at aricciar@luiss.it - relint@luiss.it
- 4- Obtain the approval of a Learning Agreement for the second semester by the Erasmus Coordinator of your department by following the procedure outlined in paragraph 2.

All the procedures **must be completed by 31 October 2019**.

In the event that the extension is approved **it will not be possible to obtain a grant for the second semester.**

21. GRADES AWARDED ABROAD - EXAMS

Exams are to be taken at the Host institutions according to the modes, procedures, rules and dates established by each Institution.

Account will be taken solely of the grades officially communicated to Luiss by the host university, expressed in accordance with the assessment system used in the country where the study period abroad took place or in accordance with the European ECTS system. The majority of foreign universities **do not allow** a student **to decline the grade awarded**. Upon return from the exchange students may submit an application to decline a grade to the Academic Coordinator of their Department solely for grades between 18 and 24. After receipt of certification of the exams taken abroad (i.e. the transcript of records), the grades will be converted into thirtieths in accordance with conversion table based on the data received by partner Institutions and approved by the Student International Relations Academic Commission. **The conversion is final.**

In case of compensatory courses (that is when it is necessary to take more than one exam to obtain recognition) the grade of the Luiss course will be determined by the arithmetic mean (average) of the grades of the exams abroad. In case the compensatory course is a **language course**, it is sufficient to pass the exam (the grade of the language course will not affect the conversion). In such cases, to confirm recognition, **both (or more)** courses abroad **must be passed**. If not, the exam taken abroad without compensatory course will be recognized as an additional course.

The conversion of grades with the host university as it is a matter **exclusively for Luiss**. The Host university is responsible exclusively for its own grading system.

It is not possible upon returning home to organize retakes or proctoring exams at Luiss for exams that were not passed abroad. Any retakes must take place at the relevant host university.

Should a student fail an exam or drop out of a course abroad, the corresponding Italian exam will have to be taken at Luiss. In case of a failed exam whose course was to be recognized as an elective, the student must contact the Student Office to know which elective course they will have to take at Luiss among the list offered by their Department for which seats are still available.

Electives in the Luiss study plan cannot be similar (in terms of title and contents) to another course already followed abroad and recognized at Luiss.

22. PLAGIARISM

The term Plagiarism is defined as “the act of using another person's words or ideas without giving credit to that person” (<https://www.merriam-webster.com/dictionary/plagiarism>).

It should be borne in mind that **plagiarism is a crime** and **abroad is severely punished**. In their written work, papers, Internet research, etc., **students must always cite the source** when using the documents or work of others.

During the exams it is forbidden to bring material or notes expressly prohibited by the host university. Solely in the case of an **open book exam** or **take home exam** (common at Dutch universities) is it permissible to use certain materials. Students will receive the necessary instructions from the host universities.

23. RULES OF CONDUCT

Outgoing students must behave in a proper manner in keeping with an international academic experience. Utmost respect must be shown to host university people and property and any damage avoided. They must comply with the respect of the legislation and behave in the respect of the principles of honesty, rightness and reliability.

In addition to the respect of the rules and regulations of the host institutions for all that concerns written and oral communications, students must avoid using terms or expression that can be considered offensive or inappropriate.

Outgoing students are Luiss representatives abroad. Behavior misuse can damage Luiss reputation which could lead to a less availability and willingness from the partner institutions of cooperating for student's mobility programs.

Luiss students guilty of conduct unbecoming them at host universities will be reported to Luiss academic authorities and may face disciplinary action as the case may be.

24. ERASMUS / BILATERAL EXCHANGE CERTIFICATES

- ▶ **Erasmus and Bilateral Exchange certificates are compulsory documents for obtaining a grant.**
- ▶ **All students, before returning home from the host university, must obtain a signed certificate of participation that confirms their study period abroad.**
- ▶ Upon their return, students **must deliver the certificates to Luiss Student Exchange Office as a matter of urgency.**

25. TRANSCRIPT OF RECORDS

The transcript of records will probably not be available immediately upon conclusion of the study period abroad before students return to Italy. Solely a number of universities issue it before students leave them to return home. The majority of universities send the transcript of records to the students or Luiss Student Exchange Office as soon as the transcript in question becomes available. **As soon as the transcript arrives, students must deliver it to the Student Exchange Office as a matter of urgency. It should be borne in mind that generally two to three months pass before receipt of the transcript.** Foreign universities mainly hold written exams and hence much more time is required to correct the test papers, record the grades and prepare and send the transcripts.

Please note that, since in most cases transcripts are received between March and May, the **updated of the students' records with the grades obtained during the exchange might not occur in time to bring forward the graduation to the early march/April extraordinary session, to apply to other Universities or for other types of calls for selection.**

Bear in mind that for some UK universities (for example, University of Durham, Cass Business School, Aston University (for political science) Robert Gordon University, University of Leeds, King's College) transcripts of records are normally received between July and September, thereby making it impossible to graduate in the summer session and indeed in some cases making graduation in the fall session also unlikely.

26. RETURN TO LUISS GUIDO CARLI

Upon their return to Rome, all students must **visit the Student Exchange Office during normal opening hours (Mondays to Fridays 10.00 – 12.00 / Tuesdays and Thursdays 15.00 – 16.00) to complete the necessary formalities.** Immediately after their return to Italy students must **prepare a report on their study period abroad and complete the online EU questionnaire.** The report for Luiss, written in Word format, must be e-mailed to relint@luiss.it (a template is annexed hereto).

27. REGISTRATION OF THE EXAMS TAKEN ABROAD

At the end of the study period abroad and after receipt of the transcript of records (which will be verified by the Head of Luiss Student Exchange Office as regards its content and regularity), the final conversion statements are signed. Those documents are signed by the Erasmus Academic Coordinator and the Dean of the relevant Department. The Student Office will note the educational activities undertaken abroad and will include the credits earned in the student's university record. **The entire procedure takes around 3 weeks from the moment of receipt of the final transcript of records.**

The Student Office will register, in the records of each student, the courses taken abroad and the credits obtained. The entire process requires about **3 weeks starting from the receipt of the final transcript of records.**

Additional courses taken as part of **Erasmus** will be noted in their original language in the student's university record **but the grades obtained will not count towards the student's grade point average.**

NB. As already requested at the time of finalization of the study plan, **the total credits earned abroad cannot be less than 75% of the credits recognized at Luiss.** If the difference between credits earned abroad and those at Luiss rises above 25% due to failure to pass certain exams abroad, the Academic Coordinator may modify the student's study plan in order to achieve the minimum required balance. To this end, the Academic Coordinator may change the association of any compensatory courses initially associated with other courses for which the exams have not been passed or, if there are none, cancel one or more of the previously approved Luiss recognitions and use the corresponding foreign courses to compensate for other courses. In any case, Luiss courses cannot be recognized if the exams for the required compensatory courses abroad have not been passed.

Bear in mind that in the majority of cases the transcript of records is received between March and May. For some UK universities, it is necessary to wait even up to July, making graduation in the summer session highly unlikely.

28. ERASMUS AND BILATERAL EXCHANGE GRANTS

After the publication of the rankings, students who have obtained a place must sign a Luiss document accepting the foreign university that they have been selected for.

Luiss Guido Carli has submitted a new application for funding under the **Erasmus Charter for Higher Education 2014-2020 – ECHE** to the European Commission (Directorate General for Education and Culture – DG EAC) for undertaking the exchange and academic training activities envisaged by Erasmus+. The ECHE Charter is valid from the 2014-2015 to the 2020-2021 academic years.

For exchanges that are part of Erasmus+, approved in the **Erasmus Charter for Higher Education**, the EU grant will be calculated having regard to the country or group of countries of destination broken down by the costs of living. EU funds are being reduced and hence should funding be confirmed it will not be possible to guarantee a grant for the effective duration of the exchange that covers all of the costs of the study period abroad. Students will receive a small contribution dedicated essentially to covering travelling expenses and increased living costs.

The approval of the ECHE national call and the confirmation and finalization of the EU co-funding will occur by August 2017.

Note for students who have won a place in a European university:

Before departure, following the finalization of the Erasmus grant, the students will be e-mailed the **General Conditions**, the **Erasmus Student Charter** and the **Erasmus Mobility Agreement for Studies**. The Erasmus Mobility Agreement for Studies must be signed and returned in duplicate to Ms. Liguori at the **Student Exchange Office**.

The European Union online questionnaire (EU Survey) must be completed at the end of the Erasmus period. Erasmus grants will be paid by the relevant Luiss Guido Carli office upon receipt of the EU funds.

Students selected for a study period at a **non-European university will receive a grant from Luiss Guido Carli**.

Payment of grants:

Grants will be paid by **bank transfer**. **By June 30** students must furnish an **IBAN** (either a bank current account in the name of the student or a prepaid card that can receive bank transfers) using the online form that will be sent by the Student Exchange Office.

Student mobility programs are premised on the principle of reciprocity and allow students of both institutions to perform a study abroad period without incurring any kind of tuition fee at the partner institution. The student incurs, instead, all expenses related to travel, board, lodging, insurance, study books, and possible application or housing fees.

Erasmus and bilateral grants are essentially meant to cover travel expenses and increased cost of living. They are not meant to cover the entirety of the costs incurred to study abroad.

29. TOP-UP GRANTS

We recommend all departing students to check the calls of the **Settore Fund Raising** and **Sviluppo del Network**.

The Ministry of Education, Universities and Research (**MIUR**) will make funds available in addition to the Erasmus and bilateral grants for the student mobility during academic year 2019-2020. **The grants will be disbursed based on the ISEE and the ranking score** assigned within the selection process for the International Exchange Programs, until funds are exhausted. More information will be provided in April.

30. USEFUL TIPS

- ▶ First and foremost, outgoing students should **carefully read this document and bring it with them to the host university**. A copy can be downloaded from Luiss' website in any event.
- ▶ **It is recommended that all outgoing students bring an up-to-date transcript of records with them abroad, in English.**
- ▶ It is recommended that outgoing students **bring some passport size photographs abroad with them**.
- ▶ It is advisable to check **Luiss' website every now and then**. **All administrative deadlines and updates are published on the website.**
- ▶ During the semester abroad, it is recommended that students use solely their **Luiss** e-mail address (in correspondence with the host university and Luiss Student Exchange Office) and **to regularly check their e-mail**.
- ▶ It is recommended that outgoing students **purchase a good guide** so as to inform themselves about the customs and traditions of the host country, **especially if heading to a non-European country and in particular to an Asian one**.

N. B. Outgoing students are asked not to contact the host institutions before first talking to Luiss Student Exchange Office, and in any case, not before being selected.

31. INFORMATION ON ERASMUS OR BILATERAL EXCHANGE EXPERIENCE

Information on Erasmus or Bilateral Exchange experiences can be found and obtained:

- ▶ on intranet.luiss.it and the **websites of partner universities**;
- ▶ reading the reports of Luiss students who have previously participated in exchanges;
- ▶ contacting the Italian students who have participated in an exchange abroad;
- ▶ contacting foreign students at Luiss.

32. CONTACTS

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33. GLOSSARY

Luiss elective courses	Elective courses are an integral part of degree programs. Students must choose from among a list of those offered by their own Department. The elective course(s) must be included in the overall study plan to be compiled online in the month of June.
Additional courses abroad	Additional courses attended as part of Erasmus or a Bilateral Exchange or not on the list set by the Departments will not count towards a student's grade point average in any way but will be recorded in the electronic academic record booklet in their original language.
Learning Agreement	This sets out the studies to be undertaken abroad approved by one's Academic Coordinator. The Learning Agreement is signed by the student, Responsible Person at the Sending Institution (i.e. Luiss Erasmus Institutional Coordinator) and the Responsible Person at the Receiving Institution.
EU Survey	A questionnaire on the Erasmus experience to be completed online upon a student's return home and upon receipt of the invitation to complete it from the European Commission. It is a compulsory document required in order to obtain an Erasmus grant.
Erasmus Certificate (often called Attendance Certificate or Arrival Certificate)	Erasmus certificate to be signed on arrival at the host university and again before departure from there.
Online Linguistic Support	Platform available to Erasmus students affording them an opportunity to assess their skills in the foreign language that they will use and possibly to improve their competence by following an online course free of charge. Taking the pre and post exchange assessment test is obligatory for the purposes of obtaining an Erasmus grant.
Transcript of Records (ToR)	Certificate evidencing the examinations taken.

CHECKLIST FOR OUTGOING STUDENTS

BEFORE YOUR DEPARTURE REMEMBER TO:

- Take out the required insurance.
- Keep a photocopy of all the documents, application forms and correspondence sent to and received from the host university.
- Check that your **ID and/or passport has/have not expired.**
- If heading to a non-European destination, **apply for the visa in time.**
- For non- European countries your passport must not expire less than 6 months after your scheduled return date from the country concerned.
- Use the Luiss App Safety Check function integrated with the Unità di crisi of the Farnesina.
- Register or get somebody else on your behalf to register with Luiss Guido Carli by the relevant deadlines.
- Bring your European Health Insurance Card with you abroad.
- Bring your insurance policy with you abroad.
- Bring your letter of acceptance/admission with you abroad, if you have received such a letter from the host university.
- Bring the following with you abroad: photocopy of the Course Recognition Document**, a photocopy of the Learning Agreement and a copy of the Instructions for Outgoing Students.
- Bring an up-to-date transcript of records in English with you abroad.**
- Bring some passport size photos with you abroad.
- Buy a good guide about the host country and city.

ON YOUR ARRIVAL AT THE HOST UNIVERSITY:

- Visit the international office of the host university** in order to receive instructions and information.
- On arrival e-mail the Student Exchange Office (relint@luiss.it) with details of your address and phone number abroad.
- Check the availability of the courses agreed with your Erasmus Academic Coordinator and urgently send Luiss Student Exchange Office any proposals for changes, **following the prescribed procedures and attaching the syllabus of the courses concerned.**
- Finalize and send the **final Learning Agreement** to Luiss Student Exchange Office, **after having finalized the Course Recognition Document.**
- Before leaving** the host university to return home **make sure that you are issued an Erasmus certificate. Check the dates carefully.** The certificate cannot contain corrections or deletions.

ON YOUR RETURN TO LUISS:

- Visit the Student Exchange Office to complete the necessary formalities as soon as possible.**