



Erasmus+ and Bilateral Exchange Program Guide

Choosing locations, submitting your application correctly, and much more...

Choice of locations

With so many destinations to choose from, there is no surprise that one of the questions students ask most often is how to identify the most suitable ones for the exchange.

The first criterion to be considered is the **academic offer**. This is particularly important for those enrolled in very specific degree programs, such as Data Science and Management for example.

In this regard, a good starting point is the [Partner University portal](#) on the Luiss Intranet. Once logged in with your credentials, you will be able to view the **information pages** of all Luiss partner universities.

Within the page of each university there is a **Courses** tab, through which you can find direct links to the catalogue of courses offered at the host university, the syllabi and the history of the recognized courses of the last year of mobility. This history **does not guarantee a binding precedent**, nor is it possible to ensure that the courses offered in a given year will also be available the following year.

It is also advisable to read the Reports in the “**Relazioni**” tab, which allow you to take a look at the experience of studying abroad from the perspective of an exchange student.

Finally, knowing how to estimate one’s competitiveness is another aspect that should not be underestimated. By viewing the “**Requests by location**” document on the [Partner University portal](#) on the Luiss Intranet, at the top of the list of countries, you can get an idea of which are the most requested.

Accessing the most sought-after locations is difficult if you don’t have a very high score. Naturally, it is also advisable to keep in mind how many places are available and whether they are shared with students from other study cycles. For some locations a higher grade-point average than the minimum will be required, or external language certifications.

Academic Recognition Flexibility

Students departing for mobility in 2024-2025 will be guaranteed greater flexibility in the choice of courses to be taken abroad than in the past. The degree of this flexibility varies depending on the degree program of enrollment.

Students of all degree programs **except for** Amministrazione, Finanza e Controllo; Data Science and Management; Management and Computer Science

For elective courses and most compulsory Luiss courses, it will **not** be necessary to identify corresponding courses abroad, but it will be sufficient for them to be **consistent** with the educational objectives of their degree course. The list of “flexible” compulsory courses recognizable as *Core Abroad* with the original foreign title can be consulted [here](#).

For compulsory Luiss courses not included in this list, it will be necessary to identify a foreign course that presents a **high degree of similarity of program**.

Students of Amministrazione, Finanza e Controllo; Data Science and Management; Management and Computer Science

As far as elective courses are concerned, it will not be necessary to identify the corresponding foreign courses, but it will be sufficient that they are consistent with the training objectives of your degree program. For the compulsory courses planned for the 2nd year of the master’s degree courses and the 3rd year of Management and Computer Science, it will be necessary to identify foreign courses attributable to the same ***Settore Scientifico-Disciplinare* (Scientific Disciplinary Sector; i.e., subject of study)** of the Luiss courses and **consistent** with the educational objectives of their degree course. The list of lessons involved that can be recognized as *Mandatory Abroad* with the original title and the related SSDs can be consulted [here](#).

Digital Programs Exchanges

Students in Digital Programs will be able to apply for the call for international exchanges under the same conditions as any other Luiss student, but the teaching and mobility must be carried out in person.

Ranking Score

The score is the **first indicator of merit** and is based on the following parameters:

- Weighted average.
- Credits earned.
- Language skills.
- Number of exams passed in English (**only for Law**).

The higher it is, the better the chances of getting a good placement. So, what can you do to increase your score and improve your chances of getting a placement?

Obviously, the most immediate answer is, “Pass all the exams provided and with good grades”, but many candidates neglect the advantage of presenting their candidacy by taking advantage of the skills in languages other than English.

In fact, every year some **places remain unallocated** because they are offered with other languages of selection. The question to be asked in these cases would be, “Is it better to leave for a location where English is not spoken or not to leave at all?”

Diversifying the choice of universities of your interest by associating them with more than one language also entitles you to further decreasing bonuses on the second and third languages. Of course, to obtain the relative bonuses it is not enough to attest to their knowledge, it is also necessary to request locations by associating them with these languages.

NB For candidates enrolled in bachelor and master degree programs, the credits deriving from the internship will not be counted among the credits obtained, nor – in any case – among the credits to be obtained. Instead, a bonus will be awarded, defined as **internship bonus**, calculated as one eighth (1/8) of the total weight of the credits deriving from the internship, added directly to the weighted average.

Language skills

For a few specific locations the required language certifications will be indicated in the call, but in most cases, and for the purposes of awarding the language bonus that contributes to the calculation of the score in the ranking, there are many ways to certify your language skills.

For **English** we accept, if **achieved after 1 September 2022**, all levels deriving from the Luiss English language course, or IELTS (it is necessary that the TRF: Test Report Form is indicated), TOEFL, Cambridge, Duolingo English Test. We also accept assessments made at the Trinity School Language Academy in Rome after January 1, 2022. We also accept degree certificates in linguistic matters which clearly show the CEFR level achieved.

For **French, Spanish and German** certificates must be **obtained after 1 September 2020**. The main certificates (DELE, DELF, DALF, TCF, TFI, Goethe-Zertifikat) will be accepted. For the TCF (Test de Connaissance du Français) it is necessary that the tests of both comprehension and written and oral expression have been passed. For master students, any levels obtained during the three-year cycle and clearly indicated in the degree certificates. Under no circumstances can we accept self-declarations. If in doubt, contact us and/or send us the certificate in your possession by email!

We will then automatically assign as the presumed level the third group (B2.3-B2.4) to students enrolled in a degree course taught in English, or a second group (C1) to students with a foreign high school diploma or a three-year degree attended in a foreign language (you will need a certificate that clearly shows the language of study!)

The assumptions apply only in the absence of a different level found by the CLA after 1 September 2022, even in previous study cycles, or in the absence of a different level found following an ad hoc language test.

Ad hoc language tests take place in February. The exact dates and times are indicated in the notice and on [this page](#), it is important not to forget them.

Beware of **language tests** though! If the candidate's degree program includes a language test and the candidate does not take it, they will not have access to the tests organized by the Student Mobility office, which are reserved only for those who have no other way of attesting to their skills in Luiss. It is, therefore, strongly recommended not to miss the December tests, if required by your degree program.

Submitting your application

The deadline for submitting the application is a few days before the end of the exam session, more precisely on 26 January 2024 by 12:00 (noon). But what if a candidate were to take an exam **after having already submitted the application**, would the credits and the variation in the average not be taken into account?

No problem! All examinations and credits valid for graduation purposes registered by February 21, 2024 will be valid for selection purposes.

For this reason, unless you are awaiting the issuance of an external language certification, **there is no reason to delay** in submitting your application. In addition, in case of unforeseen events or problems of any kind (for example with the uploading of attachments), it is always preferable to have time to contact the office for appropriate assistance.

Uploaded documents must be perfectly clear and legible. Photos taken in a hurry with your smartphone may not be suitable. Should it not be accepted only because it is illegible, it would be a real shame, considering the time spent, effort, and money to achieve, for example, an external certification.

Once the application has been sent, **it can no longer be modified**. For this reason, we always recommend that you check several times the choice of locations, the preferences on language tests, and the successful upload of the required documents. The opposite can happen, that is, not to confirm the application definitively: **be careful because the applications left in draft form are not taken into account!**

After applying

The advice is to check the Luiss mailbox constantly, especially from mid-March onwards. All official communications regarding your application will be sent here. In the aforementioned period, once the locations have been assigned based on the rankings, an email will be sent to all candidates to communicate the outcome of the selection, both positive and negative.

The mobility period is normally the first semester of the academic year following the application. There are only a few exceptions to this rule, and **Law students can make the choice within three days of**

notification of the assignment. The choice of semester, for such students, must take place taking into account the availability of the courses at the host university!

It is not only the choice of semester that must always take place **based on the academic offer**. The same applies to the **choice of campus** in universities with different locations (e.g., EDHEC in Lille or Paris, or KU Leuven in Leuven, Brussels, Antwerp). Educational offerings may differ from campus to campus – pay close attention!

The academic calendar is almost always available on the websites of the host universities. Alternatively, they are often shown on the fact sheets or as a separate attachment in the “Info Generali” tab of each partner university in the [Partner University portal](#) on the Luiss Intranet platform.

Application for the host university

The names of the students selected for mobility are communicated to the host universities together with the other data required (*nomination*). In most cases, these universities contact students directly, supplying information on the documentation they need send in order to formalize the registration for the mobility period (*application*).

Although the process is essentially similar, each university has its own timing and modalities and requires a particular set of documents. The relevant information is published in the “Modalità di Ammissione” tab available on the [Partner University portal](#), but is typically communicated to each candidate after the nomination. At this stage it is also necessary to pay close attention to the **deadlines** set for sending the application, after which there is a risk of **not being accepted**.

More and more universities now require the sending of documentation in electronic format. For locations outside Europe that require the sending of paper documents, each assignee will be responsible for sending them by post, preferably by express courier (which offers greater protection and more reliable tracking).

Finding **accommodation** in many of the host countries is increasingly difficult. The number of mobile students is increasing every year and prompt and swift action is essential to improve the chances of obtaining ideal accommodation. Moreover, not all universities offer an accommodation service, although at least information support is generally offered. Luiss has also signed an agreement with Housing Anywhere to provide additional support. The information will be sent to all student assignees. Again, it is advisable to read the **Reports** on the Intranet for each partner site and contact students for advice and contacts relating to university and private accommodation.

Once the application process has been completed, the host universities proceed to process the documentation and, if the latter is correct and complete, to send the **acceptance letter**. In some cases, this document is produced immediately; in others it may take longer (possibly even after the deadline for application). Spending the exchange period in countries outside Europe or which do not belong to the

Schengen Area also requires the issuance of a visa valid for the duration of your stay abroad. Although the documentation required to issue the visa varies from country to country, the **letter of acceptance** is always required. The most reliable source to know what other documents are required is the competent consular body (i.e., the embassy or consulate in Italy of the host country).

Study plan abroad

You have probably already heard of the **Learning Agreement**. This document indicates the courses that students take at the host university (in table A) and the courses they will be recognized with by the university of origin upon passing the exams.

The preparation of the plans and, therefore, of the Learning Agreement takes place for the first time immediately after the assignment of the sites to the selected candidates. These plans are provisional and may be amended later, but Community regulations require them to be drawn up before departure.

It is important to note that from the time of the first stipulation of the plan to the actual start of mobility, the availability of courses may vary. This happens almost everywhere and in case of need the **changes can be made within 2 weeks from the** start of the lessons, subject to the deadlines and procedures provided by the host universities.

In most cases, **the Learning Agreement does not replace the registration procedure for courses at the host university**. Specific information on the latter is provided directly by the partner and should be closely followed and respected as deadlines are often imminent, seats are limited, and allocation systems often use the “first come first served” model.

We know that there is a certain level of bureaucracy and procedures to be followed, but we make every effort to simplify it as much as possible and to provide assistance to all those who need it. If something is not clear, ask us!

Psychological Stress

Going abroad for several months in another country, abandoning your habits, and interrupting your usual social circles, adapting to a different educational system, speaking one or more(!) different languages every day, to an unusual diet, to a new culture, to new knowledge, are just some of the adaptations that are often taken for granted when participating in this type of program.

To our great regret, we witness situations in which some students selected for the mobility program are overwhelmed by problems such as **panic attacks, anxiety, and psychological stress** in general, which often, unfortunately, end with the early interruption of mobility.

We advise candidates who know they are in an anxious mood or who are struggling to manage the novelties to carefully assess whether this may interfere with participation in mobility programs abroad. Luiss also provides students with a psychological support service called [Luiss ti ascolta](#) (Luiss listens to you). There is no reason to hesitate to talk about your difficulties: this is the best way to start facing them.

Interdisciplinary courses

The most attentive observers will have noticed that in Annex A (on available destinations) the students of the master degree programs in ‘**Global Management and Politics**’ and ‘**Law, Digital Innovation and Sustainability**’ are in fact somewhat particular, as they are interdisciplinary courses.

Students of Global Management and Politics are given access to the locations offered to students in Political Science. This was conceived because mobility takes place during the second year of the course, the year in which three **core** courses in the discipline of Political Sciences, and three elective courses are required by the degree structure.

Students of Law, Digital Innovation and Sustainability are given the opportunity to choose independently (as required by their degree structure) how to characterize their semester of study abroad, making their choice between the locations offered to students in the area of Law or those offered to students in the area of Business and Management. The choice is binding, and once you have submitted and confirmed your application for the locations offered for a given area, you will not be able to submit it again for the other.