



General Understanding on Mobility: QTEM

By means of this form the International Development Office wishes to summarize, for students who are about to embark on a mobility program, the main rules that they will be required to observe to ensure that the program goes smoothly. These rules are in addition to those set out in the [Code of Conduct for Luiss Students](#). The aim is to put students in a position whereby they can correctly and adequately comply with the relevant mobility procedures.

By signing this form students declare that they know and accept the rules and recommendations contained herein. Students are asked to return this document duly signed to the International Development Office within the date indicated in the email.

Study Program

1. Students declare that they have read, accept and will comply with the study plan agreed between Luiss and the partner university, together with the rules that accompany it.
2. Students undertake to sit all the exams at Luiss in accordance with the terms and deadlines and at the location envisaged by the schedule set out in the study plan of their mobility program.
3. Students declare that they have read, accept and comply with the QTEM rules as published at qtem.org, on the QTEM's Student Engagement and on the QTEM Call for Application;
4. Students declare that they have read the table for the conversion of grades obtained abroad and are aware that the grades awarded during the period of mobility at the partner university cannot be declined.
5. Should a course from among those in the study plan of the mobility program not be held or be changed, students undertake to communicate that problem in a timely manner to the International Development Office and the Academic Coordinator, who will assess the situation in order to come up with an adequate solution.
6. Exams must be sat at the host universities in accordance with the methods, procedures, rules and dates of the individual institutions.

Behaviour and approach to mobility

1. Luiss students abroad for a mobility program represent Luiss at all times and therefore, in addition to normal rules of common sense and decorum, will have to comply with the principles and ethical values of their own university, as specified in the [Code of Conduct for Luiss Students](#), chief among



which propriety, honesty, commitment to ones studies and a mindset open to an international environment. Any attitude deemed to be inconsistent with these principles will be reported to the competent authorities at Luiss, which will consider what action may be necessary.

2. Luiss students will be required to display the same consideration and respect for the rules of the partner university. Any action that contravenes those provisions will be promptly reported to Luiss which, if necessary, will take appropriate measures.
3. Luiss students undertake to approach their experience abroad with a positive, flexible and open-minded attitude. Any difficulties or emergencies in this regard should be promptly communicated to the International Development Office at Luiss.
4. Luiss students undertake that before departure they will check out any need there might to procure medical insurance for the country where the mobility will take place, using the [dedicated Ministry of Health portal](#).

Deadlines and documents

1. During the mobility period all administrative formalities relating to students' university studies at Luiss will have to be complied with by the prescribed deadlines (for example, compiling study plans, enrollment at Luiss, payment of installments and delivery of documentation for graduation) except in cases expressly specified by the International Development Office.
2. Students must constantly check their Luiss e-mail account and comply with all requests received from the International Development Office in the manner and by the deadlines specified.
3. Within 2 weeks after arriving abroad, all Luiss mobility students must provide their foreign contact details to the International Development Office.
4. The deadlines set by the partner universities for enrollment of students in their degree programs must be respected. Students are responsible for completing the procedures. Furthermore, the date of arrival communicated by the host institution must be respected. Any exceptions must be agreed with the partner university and promptly communicated to the International Development Office by e-mail.
5. Students undertake, consistent with their own means and possibilities, to provide the International Development Office with multimedia material (photos and videos) that document their experience abroad and to make themselves available for any interviews by Luiss communications staff in order to create content to be published on the University's own website and social media channels. To this end a Release regarding the use of one's image is attached, which must be duly filled out, signed and returned with this document to the International Development Office.
6. Students authorize the International Development Office to share their Luiss e-mail address (name.surname@studenti.luiss.it) with other students who, during and/or at the end of their mobility program, may wish to contact a student who has already completed that mobility for advice and suggestions in a logic of peer to peer counseling.
 - Yes
 - No



7. Do you give us your consent to add your phone number to the WhatsApp group with the rest of the students studying in your host country? These groups are to be used exclusively in case of emergency.
- Yes
- No

Financial Aid/ Grants

Depending on Luiss University annual funding, students who are selected for a mobility that takes place in non-EU countries or participate to a program which is not eligible for the Erasmus+ grant (e.g. QTEM), could receive a **University grant**. Students who have been selected to spend one or two semesters abroad will receive funding (una tantum) during the physical mobility abroad.

Force majeure

1. Luiss is not responsible for any cancellation or modification of the mobility program due to unpredictable events or situations that are beyond the University's control. If the program is cancelled or modified for the aforementioned reasons, Luiss will inform all students involved in a timely manner.

Place and date _____

Student's signature _____



Authorization for the use of images

I the undersigned _____, born in _____ on _____, resident in _____ at Via _____, personal tax number _____, with reference to the images (photos and videos) taken and/or shot as part of the _____ mobility program, a soft copy of which is delivered herewith, do hereby

declare

- a. that I am the author and the owner of any and all moral and economic rights, including all rights of economic use under Law No. 633/1941, in the photographs, video footage and audio recordings granted to Luiss Guido Carli;
- b. that I hold the above rights in a full, exclusive and territorially unlimited manner;
- c. that the said images and recordings, made by me, do not infringe the rights of third parties and do/will not give rise to any current or future claims against Luiss Guido Carli;

undertake

- a. to assign Luiss Guido Carli, pursuant to and for the purposes of articles 12 **et seq.** of Law No. 633/1941, free of charge and on a non-exclusive basis, all rights of use regarding the photographs, video footage and audio recordings delivered herewith to the University, which said rights assigned to Luiss Guido Carli include but are not limited to the right of publication and/or dissemination in any form on the institutional website www.luiss.it, on the social networks managed by the University, in print media and/or through any other means of dissemination. I further authorize storage of the photos and videos themselves in Luiss computer archives and acknowledge that the purpose of such publication is merely informative and possibly also promotional.
- b. to indemnify and hold Luiss Guido Carli harmless in respect of any action, complaint, claim and demand for damages brought by anyone on grounds of breach of what is stated in this agreement in writing, and consequently undertaking to compensate the University for any expense that the latter may be called upon to bear;

authorize

free of charge, without limits as to time, including in accordance with articles 10 and 320 of the Civil Code and articles 96 and 97 of Law No. 633 of 22 April 1941 (Copyright Law), Luiss Guido Carli to publish and/or disseminate in any form my image on the institutional website www.luiss.it, on social networks managed by the University, in printed media and/or through any other means of dissemination. I further

LUISS



authorize storage of the photos and videos themselves in Luiss computer archives and acknowledge that the purpose of such publication is merely informative and possibly also promotional.

This release/authorization may be revoked at any time by written notice to be sent by e-mail to privacy@luiss.it.

Place and date _____

Student's Signature _____