



Guide for Luiss students selected for a Free Mover mobility in the 2024/2025 a.y.

Useful pre-departure Information

It is important to read the following document carefully!

Students can submit only one application for the Free Mover program. Hence, students are advised to apply only when they are sure that their study plan, presented at the same time as the application on the Web Self Service, **is completed correctly and comply with the required balance of credits.**

NB: Once you have submitted your application and printed out your application submission confirmation, you cannot change or resubmit your application!

In order to submit the application, a **preliminary phase and careful upstream research** are required, by consulting the **websites of the universities of interest and contacting them** to obtain more detailed information, if necessary.

The study plan proposed using the dedicated [form](#), is valid for the purpose of recognizing exams passed abroad, only if approved by the delegate. If changes to the approved study plan are necessary, reference can be made to the paragraph '[procedure for changing the choice of courses abroad](#)', further on in the document.

The course associations agreed upon with the Area delegate before departure or within 3 weeks from the start of the courses at the host institution, cannot be changed upon return from the Free Mover semester.

Pre-departure checklist:

- Insurance Policy.
- Copy of all useful documents (ID, passport, application form, Health Insurance Card etc) and verify their validity.
- Apply for visa in a timely manner (for extra-EU destinations).
- For extra-EU destinations passports must be valid for at least extra 6 months after the end of the mobility.
- Bring the acceptance letter with you, receipt of your Insurance Policy and the Luiss Transcript of Records (in English).



- A digital copy of your last approved study plan.

1. Getting ready for departure

Once universities receive **Free Mover applications**, 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).

Upon arrival at the Host Institution, students are requested to contact the Office (freemover@luiss.it) confirming arrival at the host university and to communicate foreign contact details, if any.

Furthermore, it will be necessary to check the availability of the courses approved by the professor delegate before departure and included in the recognition module.

2. Changes to the study plan abroad

Each university has their own course enrolment procedure, which is usually different from those of local students. The host institution provides instructions, usually directly by email, to all involved students: it is therefore important to monitor your inbox to stay up-to-date.

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

Students will have to check the availability of the courses approved by the academic coordinator before departure and listed in the Learning Agreement and follow the necessary procedures to enroll in them.

Until enrollment and approval of the Learning Agreement also by the host institution, the document does not guarantee the plan therein laid out, as in it does not ensure enrollment in the courses listed in it.

Should one of the selected courses be unavailable students must contact the Student Mobility Office (freemover@luiss.it) and the delegate professor attaching the new "[Recognition Proposal](#)" form in Word form to freemover@luiss.it and the Delegate professor **by three weeks from the start of classes at the latest**, compatibly with the deadlines and procedures determined by the host institution.

At least 3 workdays should be considered to allow the responsible Coordinator – which has to answer numerous requests – enough time to evaluate the new proposal:

Business and Administration	Lakshmi Balachandran Nair	lbalachandrannair@luiss.it
Economics	Marco Perone Pacifico	mperonepacifico@luiss.it
Political Science	Vera Capperucci	vcapperucci@luiss.it

Free Mover students will only be able to obtain recognition for courses related to the year in which the mobility occurs, electives included.

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.

Instructions for all degree programs

except for “Amministrazione, Finanza e Controllo”; “Data Science and Management”; “Management and Computer Science” and Law

For Elective Abroad courses and most Luiss compulsory courses, it will not be necessary to identify corresponding foreign courses but it will be sufficient if they are **consistent** with the **educational objectives of** one’s degree program.

The list of “flexible” compulsory teachings recognizable as **Core Abroad** with the original foreign title can be found [here](#). For Luiss compulsory teachings not included in that list, it will instead be necessary to identify a foreign course with good program congruity.

Global Management and Politics students, in particular, should select characterizing courses relevant to the area of Political Science while electives may be relevant to Political Science and/or Business and Management.

N.B. Students leaving on an exchange and enrolled in a degree program that provides an **Individual Study Plan** (except Cdl in Management students) will **necessarily have to** select it.

If, on the other hand, the degree program does not provide for it, it will be necessary to choose courses abroad to be recognized as Core Abroad that are consistent with one’s major/profile/major.

On the other hand, in order to obtain recognition of **compulsory courses** not included in the above list, it will be necessary to identify foreign courses with a program very similar to the Luiss one.

Instructions for Law students

The maximum number of exams that can be recognized at Luiss is 5 per semester.

For **Elective Abroad**, it will **not** be necessary to identify foreign courses that are similar to specific Luiss courses. It will be sufficient if they are **consistent** with the educational objectives of one’s degree program and are not too similar in title or content to other courses in one’s degree program.

For the *two Core Abroad* as well, it will **not** be necessary to identify foreign courses that are equivalent to specific Luiss teachings. It will be sufficient if they are **consistent** with the **chosen profile** and are not too similar in title or content to other courses in one's degree program. Except for students enrolled in the fourth year, it is therefore necessary to indicate the chosen profile in the "notes" field when filling out the study plan to be conducted abroad.

On the other hand, in order to obtain the recognition of **compulsory courses** not included in the above list, it will be necessary to identify foreign courses with a program very similar to the Luiss ones.

Instructions for students of "Amministrazione, Finanza e Controllo"; "Data Science and Management"; "Management and Computer Science"

For *Elective Abroad* courses, it will not be necessary to identify corresponding foreign courses, but it will be sufficient if they are consistent with the educational objectives of one's 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 Scientific-Disciplinary Sector** (subject of study) as the Luiss courses.

The list of Luiss compulsory courses replaceable with *Mandatory Abroad* by degree with related SSD (scientific-disciplinary sector) can be found [here](#).

Under no circumstances can language courses abroad be recognized in Luiss as **elective or core courses**.

An **overall balance** of credits must be achieved: the total of credits earned abroad cannot be less than **80% of the credits** recognized at Luiss. This condition is strictly necessary, but not sufficient. To balance the credits, it may be necessary to combine one or more foreign courses (so-called compensatory courses) to obtain recognition of a Luiss course. The compensatory courses should preferably be related to one's study path. In exceptional cases (e.g. in the absence of other courses available, irreparable timetable overlaps) language courses can be used as compensatory, always at the discretion of the delegate.

No individual associations can be approved where the credits of the course abroad are less than **50%** of the credits of the course recognized in Luiss.

In the case of courses abroad with a large number of credits, it is possible to combine a single course abroad with two Luiss courses. However, when such a double association is included in the Learning Agreement, the total credits earned abroad must be equivalent to at least **100%** of those recognized at Luiss in the entire plan.

In order to obtain full recognition of the courses taken abroad **the balance of credits must be respected at all times**, before, during and after the mobility.

Calculate the credit balance of your plan [here!](#)



3. Administrative Formalities

Students are responsible for completing the required administrative procedures within the deadlines established by the foreign University and by Luiss.

Luiss University does not have any type of Free Mover agreement with foreign institutions and only deals with the recognition of the courses taken abroad with no coordinating role between students and the host university. **It is therefore students' responsibility to:**

1. Find all the information (free mover/visiting student/guest student acceptance, forms, requirements, costs, academic offering, etc.) directly from the chosen universities, **on their websites or by contacting them via e-mail** and **independently managing the application submission process at the foreign university**. It will also be necessary to ensure that the university does not require nomination by Luiss.
2. Check that the **academic offering** of the universities of interest are **compatible** with your study plan.
3. Check that the **deadlines** of the chosen universities are **compatible** with Luiss University's own internal deadlines.
4. Ensure that you meet all of the host university's **requirements** (including language requirements backed up by relevant certifications where required).
5. To bear all the **expenses** associated with this type of mobility.
6. Enroll at the Host Institution as a Free Mover student and **not** as an Exchange student.

4. Compilation of the Luiss study plan for the 2024-2025 a.y.

Students must compile their study plan **online** through the University's web self-service: <https://www.luiss.it/it/servizi-agli-studenti/web-self-service> approximately **shortly after the end of the second semester exam session**. The **deadlines and procedures are specified on the Student Office website**.

N.B.: Students selected for an exchange and **enrolled in a degree program that offers an Individual Study Plan must necessarily select it**.



Within the Luiss study plan, to be filled in by June, the student will specify one or more (based on how many are recognized in the Learning Agreement) “Elective Abroad”, “Core Abroad” or “Mandatory Abroad” courses **without the need of selecting a specific Luiss elective or core course.**

After the mobility, once Luiss Student Mobility 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 of Luiss language courses

Students engaged abroad in a Free Mover mobility will be exempted from attending the **compulsory** and **optional** language courses for the duration of the program 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 continue studying 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 engaged in the program abroad.

Upon resuming activities at 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 please contact the University Language Center cla@luiss.it.

6. Medical Insurance

Students destined to EU countries and Norway

It is required to bring your European Health Insurance Card with you; in its absence a substitute certificate must be requested to the competent ASL (**Azienda Sanitaria Locale** – Local Health Department).

For students participating in the Erasmus+ program an additional coverage for medical care, travel assistance (including repatriation for health reasons) and luggage protection.

Study periods abroad do not automatically include insurance coverage. It is recommended that outgoing students take out insurance that covers residual aspects, depending on their personal situation and host location, such as civil liability related to using non-motorized vehicles.

Students destined to non-european countries

These students must take out insurance that covers health expenses, medical care, possible hospitalization, and that meets all further conditions required by the host institutions.

It is advisable to check those conditions in advance and where possible to take out insurance policy directly through the host institution, whenever possible. Some Institutions require the insurance policy to be taken out directly through them. It is usually possible to find the relevant information on the Università Partner section of the Luiss Intranet or on the host university's website.

Further information is also available on the Ministry of Health website: Se parto per...(Italian only)

The MAECI (Ministry of Foreign Affairs of Italy) recommends considering purchasing an insurance **policy** that covers, in addition to medical expenses, emergency repatriation flights or transfer to another country. Likewise, it is advisable to consider a policy covering travel expenses.

7. Visa

Students admitted to non-Schengen destinations must apply for a visa. Among the required documents a letter of acceptance from the host university will certainly be necessary. Once the letter has been received, the student must go to the Embassy as soon as possible. For some countries, it may take at least three weeks to obtain a visa. Information relating to visa issuing procedures and the necessary documents can be found on the websites of the Embassies.

8. Registration of the exams taken abroad

At the end of the study period abroad and after the receipt of the Transcript of Records sent by the Host Institution and, after verifying its consistency and regularity, the Student Mobility Offices arranges the final conversion statements.

The name of the course at Luiss will be used for compulsory courses whereas, for every other category, the original name of the course abroad will be used. For compensatory courses the name of the course that has the greatest weight in credits will be used. The grades will be converted into thirtieths in accordance with the conversion table of the host institution or country.

At the end of the exchange students may decline the conversion of additional courses (corsi liberi) in their Luiss career by emailing the Student Mobility Office. In all other cases **students can request to decline a grade to the Student Mobility Office solely for grades between 18 and 24**, within three days after the email notification of the conversion. It will not be possible to apply for declining the grades for every exam taken abroad, at least one must be registered.

The grade conversion and registration may take up to 4 weeks from the moment of receipt of the final transcript of records.

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.

As already requested at the time of finalization of the study plan, the total credits earned abroad cannot be less than 80% of the credits recognized at Luiss. If the difference between credits earned abroad and those at Luiss rises above 20% due to failure to pass certain exams abroad, the Academic Coordinator may modify the student's study plan to achieve the minimum required balance. Whenever a double association (one course abroad for two at Luiss) is present in the Learning Agreement, the number of total credits abroad must be at least 100% of the total of credits recognized at Luiss. In this case as well, if the requirement is not met due to failure to pass certain exams abroad, the Academic Coordinator may modify the student's study plan 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.

Only courses that have been previously approved by the Academic Coordinators and therefore indicated in the Learning Agreements can be recognized.

Language courses added in the LA as elective or core courses will be **canceled** at the end of the mobility.

9. Degree grade bonus and additional courses

On the basis of the resolution adopted by the Academic Senate all students enrolled starting from academic year 2019/2020 onwards who participate in an Erasmus+ or a Bilateral Exchange program will be awarded a 0,5-point **bonus** for their **degree grade** on graduation provided that they have **taken and passed exams abroad** (i.e. for courses in one's study plan) **recognized with at least two Luiss courses**



with marks expressed in thirtieths as part of the study period abroad (excluding additional courses or language courses).

All students enrolled in previous years will be awarded a 1-point **bonus** for their **degree grade**, upon fulfilment of the above conditions.

Additional courses attended as part of the Free Mover mobility or not on the list set by the Departments **shall not count towards a student's grade point average.**

10. Security Abroad

The Luiss App includes a Safety Check function, with the aim of providing a service to protect students undertaking an exchange experience at foreign universities with which Luiss has entered into cooperation agreements.

The service is integral with the «*Viaggiare sicuri*» and «*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.

Activate the trip within the Luiss App.

All students who are about to leave for a mobility program abroad are invited to **activate the trip within the Luiss App**. To do so, the card will have to be modified inserting at least one contact between mobile and/or landline phone. At any time, the trip can be modified or interrupted and all the information will be shown in the **trip list** available on each user's profile.

11. 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.

12. 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>).

Plagiarism is a crime that violates the ethical norms of academic life and represents a grave violation of the Ethical code. In their written work, papers, Internet research, etc., students must always cite the source when using the documents or work of others.

There is specific software and search engines to detect plagiarism. It is severely punished abroad.

Sanctions at Host institutions may be very severe, from failing exams to expulsion, or even the annulment of the cooperation agreement with Luiss.

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.

13. Back to Luiss

Upon returning to Italy, students will have to prepare a report on their stay abroad and to fill out the grade conversion module. The report for Luiss, drawn up in word format, must be sent by e-mail to freemover@luiss.it. It will also be necessary to contact the Student Mobility Office staff for the necessary formalities and communicate the start and end dates of the mobility period.

14. Contacts:

Student Mobility Office

E-mail: freemover@luiss.it

Viale Romania 32, 00197 Roma

Tel. +39 06 8522 5613 / 5642