

ECTS Brochure 2024/2025

Luiss Undergraduate School

LUISS



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All information contained in the brochure, while true at the time of publication, is subject to modification and should therefore be checked appropriately.

1. What is ECTS?

The European Community promotes inter-university co-operation as a means for improving the quality of education to the benefit of students and higher education institutions alike. Student mobility constitutes a primary feature of that co-operation. The Erasmus + programme clearly demonstrates that a study period abroad can constitute a particularly precious experience, not only being the best way to discover countries, ideas, languages and cultures different from one's own but also because it is gaining a growing importance in the evolution of university and professional careers.

The creation of a single European area in the field of education, where students and teachers can move freely without barriers, goes upon the recognition of the studies undertaken and the qualifications achieved abroad. For this reason, ECTS - the English acronym for the **European Community Course Credit Transfer System** - was born, originally as a master plan within the framework of the previous Erasmus + programme, with the aim of promoting academic recognition of studies undertaken abroad. The European Commission decided to include ECTS in the Socrates programme, in particular within Sector I reserved to higher education (Erasmus +), given the conclusive effectiveness of the ECTS system. After the first stage planned for a limited application, ECTS is now becoming much more meaningful to the extent of becoming a permanent feature of the European context of higher education.

ECTS is above all pursuing transparency, establishing the conditions necessary to bring institutions closer together and broadening the range of choices offered to students. Its application facilitates the recognition of students' academic results through to the use of widely understood standards - credits and grades - as well as a better understanding of the national systems of higher education.

ECTS goes upon three basic elements:

1. **Information** on study plans and student results,
2. **Reciprocal agreement** (between the participating institutions and the student),
3. The use of **ECTS credits** (values representing the working load done by the student).

1.1 Principal Features of ECTS

ECTS is thus founded upon three basic elements: information on study plans and student results, reciprocal agreement (between the participating institutions and the student) and the use of ECTS credits (values representing the workload done by the student). These three basic elements are effective through **three fundamental documents**:

1. The **information brochure**,
2. The **application form/learning agreement**,
3. The **transcript of records**, as to the studies done.

But the essential aspect is that ECTS is activated by the students, the teachers and the institutions which intend to make studying abroad a whole part of the learning experience. Indeed, ECTS does not, in any way, determine the contents, the structure or the equivalence of study programmes. These qualitative aspects must be decided upon directly by the higher education institutions in the moment of setting, either through bilateral or multilateral agreements, the basis for a viable co-operation. The **code of good practice** proposed by ECTS offers the interested parties the tools suitable to pursue **transparency and academic recognition**.

Full academic recognition is a **sine qua non** condition of student mobility within the framework of the Erasmus + programme. Full academic recognition requires the period of study abroad (including exams and other forms of evaluation) to effectively substitute a comparable period of study (including exams and other forms of assessment) in the institution of origin notwithstanding the fact that there may be differences in the contents of the programme.

ECTS goes on **voluntary** use and **reciprocal trust** at academic level among the participating institutions. Every institution chooses its own partners.

1.2 Transparency

ECTS guarantees **transparency** through the following instruments:

- **ECTS credits**, - a numerical value assigned to a course unit - which represent the **working load** that a student must undertake in order to complete a given course unit. The credits express the **quantity** of work every course unit requires with respect to the global volume of work necessary to successfully complete a full year's study at the institution, that is: lectures, practical work, seminars, traineeships, research or surveys, personal study - either at home or in the library - together with exams and other forms of student assessment. ECTS is, therefore, based on the **overall working load** of the student and not merely limited to lecture hours. 60 credits represent the working load for a full academic year's study and, as a rule, 30 credits are equivalent to a semester and 20 credits to a trimester.
- The **ECTS information brochure**, which provides useful information to students and personnel about the institutions, areas, course organisation and structure as well as the individual course units.
- The **ECTS learning agreement**, which describes the study plan the student has to follow and indicates the ECTS credits that shall grant upon satisfactory completion thereof. The agreement binds the student to attend the host university's programme as the main part of their higher education, the institution of origin to guarantee the student full academic recognition of the credits obtained abroad and, the host institution to provide the agreed course units to the extent allowed by the academic calendar.

- The **ECTS transcript of records**, which presents the student's academic results in a clear, complete and comprehensible manner for each part and which must be easily transferable from one institution to another.

1.3 Academic Recognition

To facilitate the academic recognition of the studies undertaken or completed abroad, **good communication** and **flexibility** are required. In this regard the **ECTS co-ordinators** carry out a fundamental role monitoring the academic and administrative aspects of ECTS.

As a rule, it is necessary to make available to the students **the entire range of course units** of the department that implements ECTS, including those units relating to postgraduate studies. The students must be able to attend regular courses - and not especially set up for them - and must be given the opportunity to satisfy the demands of the host institution giving an academic qualification. Reliance on ECTS credits guarantees the organisation of programmes, which are **reasonable in terms of working load** for the period of study abroad. For instance, 120 ECTS credits for a year require a student to work twice as hard as an average student whose plan is 60 credits. At the same time, 30 ECTS credits for a year period correspond to a part-time studying.

ECTS, moreover, allows students **to continue their studies abroad**. In fact, it can happen that once the original study period is over the student may not wish to return to their original institution but may instead prefer to remain in the host institution - possibly to graduate from there - or move on to a third institution. Such decision may not be taken without the agreement of all institutions involved which in any case have to set the conditions to fulfil in order to graduate from the host institution or transfer to a third institution. The ECTS certificate is a chronology of the student's academic record and it can constitute a particularly useful instrument for the institutions to manage such a decision.

2. Education in Italy

Until 1989 (Law 168/1989) the entire Italian educational system was under the Ministry of Education. At that time the Ministry of Universities and Scientific Research was created to take over the responsibilities of university education and scientific and technological research. The two entities are currently encompassed under the organisational designation **Ministero dell'Istruzione, dell'Università e della Ricerca - MUR** (Ministry of Education, University and Research). Information for foreign students can be found at <https://www.studiare-in-italia.it/>.

2.1 Primary and Secondary Education

2.1.1 Cycles

Following the 2003 Reform of primary and secondary education, the Italian school system has been reorganised as follows:

- **First cycle**
 - Primary education: 5 years of schooling beginning at age 6
 - Secondary education (first degree): 3 years of schooling beginning at age 11.
- **Second cycle**
 - Secondary education (second degree): 5 years of schooling beginning at age 14.

The higher secondary schools are of various types: classical, scientific, linguistic, artistic, technical and vocational studies as well as teacher training. At the end of the 5-year course, students take the examination to obtain the **Diploma di Maturità** in the specialised area they have chosen. This diploma grants admission to an Italian university.

2.1.2 Grading System

Until 1968, **secondary school** grading was on a scale of 0-10, 6 being the minimum passing grade. From 1969 to 1999, final marks were on a scale of 0-60, 36 being the minimum passing grade. Since 2000 a different system has been implemented: final marks are on a scale of 0-100 and the minimum passing grade is 60.

2.2 University Education

2.2.1 Admission

Admission to Italian universities grants only to holders of a **Diploma di Maturità** from an Italian secondary school. Foreign students, or Italian students from secondary schools abroad, are admitted on the strength of equivalent qualifications. There are no limitations on admission except in Medical School (medicine, dentistry, veterinary), in private independent universities (like Luiss Guido Carli or Bocconi in Milan), and in newly established universities/degree courses.

2.2.2 Grading System

In the university grading system, individual courses grade on a scale of 18-30. The maximum final grade is **110**, after the dissertation of a thesis on a free topic. For very brilliant students the degree may be awarded cum laude.

< 18 = fail	18/23 = sufficient	24/26 = satisfactory	27/28 = good	29/30 = Very good	30 e lode = Excellent
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2.2.3 Academic Qualifications and Degrees

University Diploma

This is a first-level university qualification for courses lasting 3 years. For admission to these courses, students must have a **Diploma di Maturità**.

Laurea (Degree)

The system of university study in Italy has undergone an overall reform in terms of structure and teaching system. Up to 2001, to obtain a **Laurea**, the basic university degree, used to take 4 to 6 years, depending on the field of study. From the academic year 2001/2002, universities have adopted three study cycles. The **first cycle**, three years in length, is characterised by a professional training type content and concludes with the award of a first-level degree (**Laurea Triennale – Bachelor Degree**); the **second cycle**, lasting two years, concludes with the award of a second-level Master's degree (**Laurea Magistralis – Master's Degree**); while the **third cycle**, lasting from one to three years, leads to the award of either a doctorate or a specialised postgraduate degree.

Teaching activity is organized in departments, schools or areas, which offer one or more degree courses in specific academic areas. Course requirements are established by law and the **laurea** is obtained after the student has passed a set number of exams, gained the required credits, and

successfully discussed a written research paper. Admission to the **Laurea** programme is regulated by the general rules for university admission. Courses for master's degrees may also be offered parallel to each study cycle. All study programmes must be based on the European system for the transfer of academic credits (ECTS) as provided for in recent agreements reached at EU level.

Along with the three-cycle program system established by the Italian Ministerial Decrees, a limited number of "old" second cycle programs (dental medicine, human medicine, pharmacy, veterinary medicine, architecture, law) coexist with the new university system. These programs, called **One-Cycle Programs**, aim at providing students with advanced education and training for highly qualified professions in specific areas. The general access requirement is upper secondary school degree or a comparable foreign qualification. Admission to individual degree programs may be subject to specific course requirements.

One-Cycle Programs last five years and require 300 credits (European Credit Transfer System) for completion (only human medicine requires six years and 360 credits). The degree awarded is a Master's Degree which grants access to competitions for the civil service, to regulated and non-regulated professions, doctoral programs and all the other postgraduate study degree programs.

Research Doctorate

The aim of the doctoral studies programmes is to offer post-graduate opportunity for research. Programmes include individual research under the guidance of professors and special seminars. The minimum period of study is three years. This **third-level** academic degree, **Doctorate of Research**, is awarded to candidates who have successfully documented their research and written an original final thesis. This programme is open to a limited number of candidates (also from foreign countries), who must be university graduates or hold equivalent degrees.

Post-graduate Diplomas of Specialization

These diplomas are given by schools offering special advanced courses in various professions. The limited places are reserved for university graduates or those with equivalent foreign qualifications. The courses last 2/3 years and include practical experience. Attendance is mandatory. The final examination is a defence of a written thesis.

3. Luiss Guido Carli

3.1 Name and Governance

Luiss Libera Università Internazionale degli Studi Sociali Guido Carli, Rome, Italy.

Luigi Gubitosi, President

Paolo Boccardelli, Rector

Giovanni Lo Storto, General Manager

3.2 Type

Luiss Guido Carli is an independent university. It was established according to Article 1 of Italy's Higher Education Act, which gives independent universities full legal status while guaranteeing their autonomy in the areas of administration, teaching and discipline. Its degrees and diplomas have complete legal and academic recognition.

3.3 General Description

Luiss Guido Carli was set up in 1974-78 by a consortium of private and public companies, that re-organized a pre-existing Institution, "Pro Deo". Its goal is to form students to assume the responsibilities of managing complex economic systems in both the State and private sectors.

At present Luiss Guido Carli has two Schools, Undergraduate and Graduate, and the following features:

- admission by entrance test
- full time compulsory attendance of courses
- a highly qualified teaching staff
- intensive study of foreign languages and computer training
- a large specialised library and a catalogue that can be consulted directly from the University's web site
- An extensive network of student exchange agreements with over 250 universities, both within and outside of Europe in 50 countries. Luiss also offers its students the opportunity to study abroad: 69 Double Degrees, LLM Educational Programs and Structured Partnerships

- orientation for high school students
- seminars and debates on important issues as a complement to lectures
- assistance by qualified tutors during the entire university study period as well as traineeships
- personal counselling service to facilitate integration and to optimise study strategies.

Professors and lecturers are appointed from the academic world, the professions, senior State and private sector management. **Lectures are held in Italian and English.** They are integrated by seminars, debates and conferences on both Italian and international topics, often with the participation of prominent guest speakers.

The annual tuition fee at Luiss Guido Carli, for the a. y. 2024/2025, is € 12,000 for all Bachelor's degrees and for the Single Cycle Master Degree in Law (1 year). The annual tuition fee for Master's Degrees is € 13,000 (1 year).

Luiss supports worthy students with **scholarships and financial aid** to attend the Luiss bachelor's, master's and single-cycle master's degree programs and to study abroad, thanks to the opportunities offered by the University. For more information please visit:

[Scholarships and financial aid](#)

Scholarships are also granted to deserving students who meet certain income conditions. Some scholarships are dedicated to international students.

For more information please visit:

[Financial Aid and Loans](#)

3.4 Links with Businesses

What distinguishes Luiss is its privileged relationship with the business world.

Several companies, multinationals, and public and private institutions collaborate with the University, offering its degree candidates and new graduates their first real opportunities to step foot in the business world.

The [Luiss Career Services Office](#) provides students with multiple opportunities to meet people in the business world and learn with them. In accordance with current national and regional regulations, the Career Service Office supports the activation of [curricular](#) and [extra-curricular internships](#) undertaken in Italy and abroad. This orientation and educational service facilitate the placement of degree candidates and new graduates in the business world. It also sets up recurring [meetings](#) and presentations with major multinationals, investment banks, and public and private organizations and institutions.

The new [Career Center](#) platform is now available to help students and recent graduates stay updated on **internship opportunities and job offers** from the worlds of business and government.

Office	Contact Information
	<p>T +39 06 8522 5642 relint@luiss.it in_erasmusexchange@luiss.it</p> <p>The Luiss Student Mobility office is located in Viale Romania campus and welcomes students every day from 10:00 am to 12:00 am Monday to Friday, and from 3:00 pm to 4:00 pm Tuesdays and Thursdays.</p>
The Student Mobility Office	
The Luiss Graduate School	<p>https://graduate.luiss.it/en/graduateschool@luiss.it</p>
The Luiss Undergraduate School	<p>https://undergraduate.luiss.it/en/undergraduateschool@luiss.it</p>
	<p>T +39 06 8522 5263/5270 segreteria@luiss.it For Law students only T +39 06 8522 5895 studentigiurisprudenza@luiss.it</p> <p>The Student Office deals with enrolment and supplies students with all the necessary information. It is possible to contact the Student Office through the LiveChat service from 10:00 am to 12:00 am Mondays, Wednesdays and Fridays, and from 3:00 pm to 4:00 pm Tuesdays and Thursdays. The Student Office closes two weeks in mid-August. Students also have computer and multimedia services available through which they can comply with all bureaucratic requirements in connection with university life. Upon request it is possible to book an appointment.</p>
The Student Office	
The Didactics Office	<p>+39 06 8522 5310/5290/5550 didactics@luiss.it</p>
	<p>T +39 06 8522 5361/5581 tutorato@luiss.it</p> <p>Aimed at assisting students in surpassing any challenges they face in their academic careers, from lessons to study methods to administrative issues, tutors guide students so they can make the most of their college experience.</p> <p>Each student will receive personalized guidance and advice so they may enhance their curriculum vitae and be ready to take on new challenges post-graduation. Tutor sessions are held remotely via Microsoft Teams from Monday to Friday, 9am to 9pm or in person and Students can make their appointments with their Tutors by selecting their specific School or Area.</p>
University Tutoring	
	<p>T +39 06 8522 5770 welcomedesk@luiss.it</p> <p>Luiss Welcome Desk offers support to all international students who are preparing to come study at our University in Rome, assisting them with bureaucratic and personal obligations. The Welcome Desk will also connect students with their University Tutors, the Tutors for International Students, the Luiss Buddies, and provide information on the Italian university system.</p>
Welcome Desk	
The Orientation Office	<p>T +39 06 8522 5354 orientamento@luiss.it</p>

	<p>The Luiss Orientation Service organizes initiatives to provide students with information and tools necessary to make an informed decision about their bachelor's and master's degree program. https://orientamentodigital.youcanbook.me/</p>
The International Orientation Office	<p>The Team deals with prospective students who are currently studying for a degree outside of Italy and would like to study at Luiss. https://www.luiss.edu/talk-to-luiss/meet-the-staff</p> <p>T +39 06 8522 5211/5279 supportoit@luiss.it</p>
The IT Services/ Help Desk	<p>With cutting-edge facilities and technology, the Luiss Help Desk supports research, teaching, administrative and management activities within the university and library consultation. Computer rooms, network printers, PCs connected to the internet and equipped with specific software for educational activities are all available in the University's campuses.</p>
	<p>Via di S. Costanza, 53, 00198 Rome T +39 06 85 22 56 00 – 56 18 biblioteca@luiss.it</p>
The Library	<p>The Luiss Library, specialized in the social sciences, constitutes the point of reference for the teaching and research activities of the University and guarantees constant support to the Luiss community through the provision of specific services and a consistent development of the bibliographic collections. The Library aims to ensure a constantly updated bibliographic holdings through the development of interdisciplinary collections to foster the dissemination of knowledge, introduce technologically advanced systems for the improvement of the quality of services and simplified access to physical and electronic collections and promote and enhance the dissemination of the University's scientific research through the management of institutional archives. Opening hours for Rooms and Services are available here.</p>

3.6 Size

Current enrolment is about 10.173 for the two Schools with a faculty to student ratio of 1:7.

3.7 Registration procedures

3.7.1 Prospective full time EU and non-EU students (Not applicable to Exchange students)

Prospective full time EU and non-EU students will find specific and detailed information on the steps of the admission at Luiss on: [Luiss Admissions](#).

The number of students admitted to the first year is limited to allow best teaching conditions and admission goes upon an entrance examination (aptitude test).

3.7.2 Specific requirements for students applying for “corsi singoli” (individual courses) (Not applicable to Exchange students)

Foreign students may attend one or more Luiss Guido Carli courses and take the respective exams. At the end of the course, students will obtain a certificate stating the course that was taken and the mark obtained.

Students from outside the European Union must respect regulations stipulated by the Ministry of Education, Universities and Research (MIUR).

Luiss welcomes requests from all students, including holders of **bachelor’s, master’s, or single-cycle degrees** who have a proven need to attend courses and pass exams in disciplines that are legally required to participate in public competitions or enroll in specialist graduate schools.

For the 2024-2025 academic year:

1st semester courses begin **September 9, 2024** and end on **November 30, 2024**

The main examination session will take place from **December 2 to December 21, 2024**

The second examination session will take place from **January 7 to February 1, 2025**

2nd semester courses begin **February 3, 2025** and end on **May 10, 2025**

The main examination session will take place from **May 12 to May 24, 2025**

The second examination session will take place from **May 26 to June 28, 2025**

Documents required to register in single courses **must be submitted by the beginning of the semester** in which the courses commence.

Students who want to apply for single courses (Corsi Singoli) must submit the following documents:

- an application form addressed to the Rector, detailing the student’s study plan;
- a certificate attesting the educational qualification earned, including exam scores or grades received: foreign students must submit an official Transcript of Records from their home University issued in English; only if the issuing of an official document in English language is not available, the certificate must be translated and certified by the appropriate diplomatic and consular authorities;
- two photographs, one of which (NON-EU students only) must be authenticated by the appropriate Italian diplomatic and consular authorities, indicating citizenship, residence, and the date and place of birth;
- a €16.00 duty stamp to be affixed to the application;
- receipt of payment.

The fee for each individual course is € 1.600,00 for undergraduate and graduate programs.

The **Student Office** ammissione@luiss.it and segreteria@luiss.it take care of registration for Corsi Singoli.

4. Incoming Erasmus/Exchange Students

The Luiss Student Mobility Office promotes and manages student exchanges within the Erasmus Program, as well as through bilateral exchange agreements with non-European universities. It provides information and assistance to all students participating in these study abroad programs. All procedures are based on the ECTS system. A substantial part of this activity is devoted to the orientation and support of foreign students, to whom the following section is addressed. The **Student Mobility Office** deals with orientation and registration of students on exchange programmes (Erasmus + and Bilateral Agreements).

The first step to spend a semester at Luiss in exchange is to contact the International Coordinator at your Home University. Each **sending** Institution is responsible for the selection of students.

Ask them for all the information, documents, brochures, application forms related to Luiss. All information material can also be found on our [website](#). Read the instructions carefully before you apply. **Be aware of our deadlines.**

All exchange students must be nominated by their home university **before May 8 for both Fall and/or Spring semester**. The home coordinator must fill out the [nomination form](#) and email it to in_erasmusexchange@luiss.it.

All applications must be received by **15 May, that is the fixed deadline for fall and/or spring semester applications every year**.

As soon as the application forms are received and processed, in June, Luiss will send incoming students acceptance letters and practical information.

Since there are over [400 courses taught in English](#), students will not need to have any knowledge of Italian to study at Luiss.

Luiss student exchange agreements are based on mutual trust in selecting students and language proficiency certified by each home institution. Students selected for an exchange should be proficient in the language of instruction at the host university.

With **most** of our partners we have agreed that language proficiency will be certified by each home university, confirming that the level is adequate. **Students will not be required to submit the results of an official language test for the exchange program.**

From our partner universities with whom we have not agreed on a language certificate waiver, we will require proof of language proficiency for English and/or Italian to study at Luiss.

Non -native speakers of English or Italian should provide the following proof of proficiency:

For Italian	For English
Bachelor or Master Level	
	IELTS score a minimum of 6
	TOEFL IBT a score a minimum of 78/80
A minimum of B2 according to the CEFR or equivalent	Cambridge – FCE Level - grade B
	Cambridge – CAE Level - grade C
Italian language proficiency can be certified by home university.	IELTS and TOEFL must be valid, they expire after <u>two years</u> .

4.1 Academic Calendar 2024-2025

First Semester – Fall

Mandatory orientation date	September 5 2024
Classes begin	September 9 2024
Classes end	November 30 2024
Main examination period (one examination date for all first semester courses)	From 2 December to 21 December 2024
Second examination period – all courses – only for Enquiry based courses	From 7 January to 1 February 2025 From 7 January to 18 January 2025
Christmas Holidays from 22 December 2024 to 6 January 2025	

Second Semester – Spring

Mandatory orientation date	January 30 2025
Classes begin	February 3 2025
Classes end	May 10 2025
Examination period (one examination date for all second semester courses)	From 12 May to 24 May 2025
Second examination period – all courses – only for Enquiry based courses	From 26 May to 28 June 2025 From 26 May to 9 June 2025
Easter Holidays from 17 March to 22 April 2025	

NB At least two exam opportunities will be offered for all courses except for Fully Enquiry-Based courses per semester. For these courses only one of the available dates among those offered can be chosen.

4.2 Courses, Exams, Transcripts of Records

Luiss Uniqueness – Enquiry-based learning

Starting from the a.y. 2021-2022, Luiss approaches teaching and learning from a new perspective, which promotes an improved education experience. Luiss Uniqueness is an educational approach which combines academic rigor and practical relevance to equip students with the critical thinking required to solve daily and future challenges. At the heart of the Luiss ethos is its enquiry-based learning model, which teaches students how to formulate qualified questions and informed opinions about the complex world in which we live. This unique approach is student-oriented and involves curricular and extracurricular activities that connect students with Luiss university's privileged network of real-world practitioners in business, institutions, and public administration. Via guest lectures, research projects and teamwork, students experience meaningful learning and see first-hand how to play an active and valuable role in society. The Luiss educational journey is one of investigation, innovation, interaction and interdisciplinarity.

The languages of instruction are **Italian and English**. For the list of courses offered in English please visit: [Courses in English for Erasmus and Exchange students](#).

The average workload for Luiss students is **about 30 ECTS credits per semester**, including language courses. Incoming students are advised not to take more than 24 credits if they do not stay for the full examination period and leave in December. Three or four courses per semester are the average workload for full-time study, depending on the year of study and level.

Exchange students might be given access to all the courses at Undergraduate and/or Graduate, as long as they have the necessary prerequisites and do not have time-table clashes. The Graduate courses are at advanced level and students should have the required background and very good language competences.

Elective courses will be offered only if enough students register for the courses. Because not all courses will be offered, it is recommended that you enrol in more than one.

Exams are held after the teaching period and can be oral, written or both. Depending on the School and level, some courses will have two or three examination dates and students can choose the one they prefer.

Courses included in the degree programs adopting the new educational paradigm will have only one examination date available in December for 1st semester courses and in May for 2nd semester courses. Enquiry activities performed by students throughout the semester (Research Project, Problem Based Project, paper, discussion, etc.) will account for most of the final evaluation. The traditional final exam will account for no more than 30%.

The exact examination dates for each subject will be defined about a month and a half before the beginning of the examination session.

Guest students will have to enrol for each exam following the instructions provided upon arrival at Luiss.

Exams can be taken only on the official dates.

Please note that **NO special examination can be arranged for exchange students.**

Transcripts of records will be sent by email to the Partner Institutions **4 weeks after the end the examinations periods** of each examination session. Luiss University is now embracing an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it. To the students who come to Luiss for the whole academic year or for the second semester, the transcripts will be sent around the end of July. Our summer examination session ends on 2 July and transcripts cannot be prepared before the session is over.

4.3 Grading System

Individual courses are graded on a scale of **18-30/30**.

Very brilliant students may be awarded **30 cum laude (30 e lode)**. The minimum passing grade is **18/30**. Grades **below 18** are considered failing and are not registered.

Grades below 18 will not and cannot appear on the transcript of records. In Italy grades below 18 do not exist. **Exceptions cannot be made.**

Distribution of grades in the Undergraduate School (Including the Law Degree Program)

<u>Luiss Grades</u>	<u>Distribution</u>	<u>Definition</u>
30 e lode	8,29%	
30	17,37%	Excellent
29	9,55%	Very good
28	14,26%	
27	12,04%	
26	9,39%	Good
25	6,90%	
24	6,21%	Satisfactory
23	3,89%	
22	3,01%	
21	2,25%	
20	2,31%	
19	1,49%	
18	3,03%	Sufficient

<18	/	Fail
Total	100%	

Luiss students stand out for their academic excellence, as admission to the University is merit-based, competitive and highly selective.

4.4 Courses in Italian language and culture

Luiss Guido Carli offers **Italian language courses** to Erasmus and exchange students in both first and second semester. They are free of charge.

The courses have a schedule of three hours per week. The students who attend the courses and comply with the requirements will receive a certificate and gain **3 ECTS credits**.

Students who would like to attend the semester courses can register only after arrival.

The course is divided in three levels: **beginners (A0- A1) (A1-A2), intermediate (A2-B1) and advanced (B1-B2).**

Beginners Level (A0-A1)

This level is for those who have never attended an Italian language course. The main aim of the course is to help the student understand sentences and frequently used expressions related to the most immediately relevant areas (e.g. very basic personal and family information, shopping).

Beginners Level (A1-A2)

This level is for those who have attended an Italian language course for a short period of time. The main aim of the course is to help the student understand sentences and frequently used expressions related to the most immediately relevant areas (e.g. Shopping, Local geography, Transport, Travel, Holidays and Hotels, Employment).

Intermediate Level (A2-B1)

This level is for those who have already attended an Italian course and who are able to communicate in daily situations. The principal aim of the course is to improve oral communication. Particular emphasis is placed on comprehension, to enable students to take advantage of lectures in their university classes.

Advanced Level (B2)

This level is for those who are already proficient in the language and who need to develop specialized language skills. The main goal is to help the student reach a high standard of reading and writing.

Extracurricular activities

These include:

- Presentations followed by discussion
- Meetings with Italian businessmen
- Guided tours with specialized teachers.

The activities and meetings develop topics already discussed in class and consider the interests of individual participants.

The person responsible for the courses is **Professor Concetta Amato**

due.tina@gmail.com

4.5 Accommodation

The Luiss University Accommodation Office is available to help incoming students in their search for housing during their participation in Erasmus, Exchange, and Double-Degree programs in Rome.

Luiss University offers international students the possibility to spend their period of studies at one of our [Luiss University Residences](#), in [Private Residences](#) or [Private Apartments](#).

In order to satisfy the student demand for accommodation, Luiss University works with an exclusive private real estate agency to offer students private housing options. **Casa Luiss** helps and supports students in looking for a place to stay.

Students who wish to be supported in the search for accommodation must fill out **the housing application form** at the link indicated in the on-line application to Luiss University.

For more information, please visit:

[Accommodations for incoming Erasmus and exchange students.](#)

4.6 Health and insurance

Students from the EU are entitled to the services of the Italian National Health Service using their European Health Insurance Card (E.H.I.C.). However, the card does not cover rescue, repatriation and private health care. We suggest to verify how to get the card and which services are covered with the social security administration of your country before your departure. For more information please visit:

[European Health Insurance Card](#)

Non-EU students are required to subscribe a health insurance covering all risks that students might incur in during the whole exchange period abroad.

Non-EU students must hold a health insurance policy meeting the following requirements:

- It must cover expenses in the event of emergency treatments and/or urgent hospitalization
- It must cover the entire duration of your stay in Italy
- It must be valid for the territory of all member-states applying to the Schengen Agreement in its entirety. It must guarantee the policy-holder's return to his/her own country in case of serious illness.
- It must be translated into Italian and legalized by the Italian Embassy/Consulate.

Healthcare Facilities

Students and Luiss Graduates can take advantage of **free** medical services provided on campus by our staff physician – **Dr. Gianpiero Cutolo**, Via Parenzo II (Room T05):

- **Mondays, Wednesdays, Fridays:** from 2:30 pm to 3:30 pm.
- **Tuesdays and Thursdays:** from 8:30 am to 11:30 am.

In August, the on-campus care service is closed.

You can also contact the Luiss doctor by calling +39 06 85225416/5400

Luiss also offers a **free** preventive medicine service through qualified local health units off-campus. To reduce risks and encourage a healthy campus, students can take routine health care exams, which can be integrated by more specific ones, if required.

The new **Luiss Wellbeing Hub** is available at the Borghetto in Viale Romania campus.

The Hub, coordinated by Professor Maurizio Evangelista, offers to students, teachers, and staff general consultation services as well as national-level specialists in the areas with the greatest bio-psychosocial impact, with particular attention paid to the awareness and prevention of the main chronic conditions, including Long COVID syndrome.

4.7 Administrative formalities

4.7.1 Residence Permit for Non-EU Students

Non-EU students who intend to spend some time in Italy must request a permit of stay no later than 8 working days from their arrival in Italy.

How to obtain the residence permit for study reasons:

Use the yellow kit which you will find in all postal offices. Carefully fill in the forms, following all the instructions. Together with the filled application, students must also bring:

- a valid passport
- a photocopy of the passport (in A4 format)

- a photocopy of any other requested documents (in A4 format).

You will then be given a receipt with the user ID and password needed to keep track of the status of your procedure at <http://www.portaleimmigrazione.it/> (click on “Area Riservata Stranieri”) and a letter with the appointment date and time at the Police Station (Questura) in order to have your fingerprints taken.

Bring with you:

- your passport
- the letter you received inviting you to go to the Questura
- the original copies of the documents you brought to the Post Office
- 4 recent passport-size photographs.

4.7.2 Registration for EU Students

For EU students who plan to stay in Italy for less than three months, no formality is requested; for periods longer than three months, students need to make a vital statistic registration at the municipality, as Italian citizens do.

Students will have to call 060606 to know which Roman municipality they belong to (you just need to tell the address of your accommodation in Rome).

This procedure is mandatory, and it requires the following documents:

- Personal ID (or Equivalent)
- Acceptance letter
- Evidence of the courses that will be attended
- Health insurance policy covering all risks that students might incur in during the whole exchange period abroad
- Proof of economic means of subsistence, also by self-statement.

For more information, please visit: [Portale Immigrazione](#)

5. The Undergraduate School

The Undergraduate School at Luiss Guido Carli incorporates undergraduate degree programs and the single cycle degree program in Law.

5.1 Undergraduate Degree Courses

By clicking on the name of the Programs a video presentation and the course structure are available.

Economics and Management (Economia e Management – held in Italian) - (180 ECTS credits)

The bachelor's degree in Economics and Management is a three-year program. The language of instruction is Italian.

Graduates in the Degree in Economics and Management obtain a solid general basic training in economic, business, legal and quantitative disciplines, as well as good methodological training for the analysis and critical interpretation of economic and business dynamics. They will understand its operational and economic-financial profile and acquire the useful tools for the formulation, implementation and control of decisions.

The designed degree course ensures constant attention to the development of solid basic skills with reference to economic analysis, quantitative tools and legal knowledge. Finally, knowledge of the economic, financial and corporate disciplines is contextualized both in the functional dimension (administration and control, marketing, business management, organization), and in the sectoral dimension (industrial, service, commercial, companies and public administrations). The study plan is compatible with the need to encourage entry into the labour market, providing for professional teaching and seminar or internship activities in the teaching system, and the obligation to insert a choice course in English. All this is consistent with the proposed subdivision of the Scientific Disciplinary Sectors both in the economy and in the business economy.

Business Administration (held in English) - (180 ECTS credits)

The bachelor's degree in Business Administration aims to give students adequate theoretical and applied knowledge of the methods and contents of business economics. The course provides both theoretical knowledge in managerial, economic, quantitative, IT, and legal disciplines, as well as applicative knowledge, placing students in front of real and challenging situations from the early years of study. The course is characterized by a strong multidisciplinary and significant international

openness. IT and data analysis are a fundamental part of the program. Basic level coding laboratories and the use of IT packages for data analysis complete the course program.

The students enrolled in the BSc in Business Administration, in the first two years will be offered broad and solid training in basic subjects: management, economics, mathematics and statistics, law, and IT. The characterizing activities include the study of courses in accounting, marketing, strategies and finance, macroeconomics and industrial economics, quantitative subjects applied to data analysis, and European law and intellectual property. In the third year, the student will be able to focus their studies on specific topic of interest. However, starting from the first year, the course includes a series of workshops and design activities aimed at providing students with the application skills of the concepts and notions provided by the different courses and necessary for solid managerial training.

Up to 15 students enrolled in the first year of the Bachelor's Degree in Business Administration (BBA) can take part in ACE – Triple Degree in Business.

For further information about the [ACE program](#) please refer to [International Development Office](#)

Management and Artificial Intelligence (held in English) - (180 ECTS credits)

The bachelor's degree program in **Management and Artificial Intelligence** meets the growing need for experts in AI, big data management and digitalisation, equipped with strong economics and business acumen, who can harness the potential created by Artificial Intelligence. Throughout their academic journey, students will be immersed in an enquiry-based learning experience made up of different but complementary pillars, such as lectures with top academics, testimonials with highly reputed industry professionals, laboratories, project works with companies and simulations that will culminate in a "Grand Challenge". Highly interdisciplinary, the Programme blends robust quantitative skills in STEM fields with economics and management thinking and is further enriched by a Humanities course of the student's choosing. No prior background in computer science is necessary to enrol.

Economics and Business (held in English) - (180 ECTS credits)

The aim of the three-year bachelor's degree program in **Economics and Business** is to train open-minded graduates who are internationally focused. The course provides solid, basic, extensive preparation in the most important economic fields and offers an excellent introduction to the fields of business and finance.

Graduates are equipped to work for economic and financial institutions, businesses and public administrations, in positions commensurate with their three-year preparation. The program is held entirely in English.

In addition, students will acquire solid methodological tools that are needed to understand and analyse economic and financial phenomena, including the acquisition of basic legal concepts. The main objective is to contribute to the creation of a class of European leaders with a strong economic background and a real affinity for management and entrepreneurship. The program is only taught in English and students' insights will be enriched by the international learning environment offered by Luiss with a constant interaction with international students and faculty and the opportunity to study

a semester abroad in one of our many partner universities. Legal material in the areas of public, private and commercial law will be taught within an economic framework, in line with the course's goal of maintaining the prevalence of national content in the principal legal areas.

The three areas of specialization in the third year are **Management**, **Economics**, and **Finance** (held entirely in English) and give students the option of focusing on their possible future master's programs.

Global Law (held in English) - (180 ECTS credits)

The bachelor's degree program in **Global Law** specialises in training future legal experts who excel in global and cross-border settings, such as multinational corporations, NGOs, and European and international institutions.

Throughout their academic journey, students will be immersed in a highly stimulating environment in which their enquiry-based learning experience will be nurtured not only by lectures with top academics but also by testimonials from highly reputed professionals, mainly from the network of Luiss Alumni, laboratories, project works, simulations and legal clinics that will culminate in a "Grand Challenge". Highly interdisciplinary, the Programme provides a strong foundation in the legal field while also developing a deep understanding of economics, management, and technological innovation. The curriculum is further enriched by a Humanities course of the student's choosing. In the third year students will be asked to choose a specialization area: **Global Law and Tech**, **Global Law and Business** or **Italian Law**. The track in Italian Law gives the Global Law Graduates the possibility to be enrolled in the Single Cycle Master's Degree in Law with a shortened pathway, in order to obtain the Master's Degree in Law.

Political Science (Scienze Politiche - held in Italian) - (180 ECTS credits)

The bachelor's degree program in **Political Science** provides an interdisciplinary preparation in the national and international legal, economic, political, social and historical matters, a methodology for research, an understanding of social, economic and political processes.

The bachelor's degree program in Political Science is aimed at giving students a mastery of methods and content, which will provide them with scientific knowledge of contemporary politics. For this purpose, the program provides an interdisciplinary theoretical framework, which includes economics, politics, philosophy, law, sociology, history and communications. This is designed to encourage the ability – essential in order to understand contemporary politics – to grasp the relationships between the economic system, the political system and institutional structures. Teaching is mainly done through lectures, as at least for the first phase of university, this methodology remains the most effective. The School then offers students the chance to further develop their skills in specific areas during workshops and laboratories.

Politics: Philosophy and Economics (held in English) - (180 ECTS credits)

The bachelor's degree program in **Politics: Philosophy and Economics** places three disciplines (political science, philosophy and economics) on the same level and complements them with another four (contemporary history, sociology, law and statistics), focusing on theoretical and methodological

aspects in a quantitative context, adopting an interdisciplinary approach and paying attention to the international dimensions, which are the features typical of the political science area. Considerable focus is given to languages. PPE prepares aspiring policymakers to contribute effectively to international organisations, regulatory agencies, public administration, prominent corporations, and lobbying and consulting firms.

The Politics, Philosophy and Economics major is open only to students with advanced proficiency in English, who continue to work on Academic English for Social Studies as well as one or two other foreign languages.

In the third year, students can specialise in one of the following tracks: **Artificial Intelligence**, **Sustainability**, and **Fundamental Rights Protection**.

5.2 Single-Cycle Degree Program in Law (300 ECTS credits)

The primary objective of the Single-Cycle Master's Degree Program In Law is to offer a solid interdisciplinary foundation and an excellent methodology aimed at problem solving, on which postgraduate studies and courses (master's degrees, specialization schools, advanced training courses, etc.) can be established. With an approach designed based on the needs of the labor market, the Course integrates traditional legal subjects with in-depth studies on innovation issues in the legal area. The program is designed to train corporate lawyers that are able to work in public and private institutions, companies and associations, as well as lawyers able to work as self-employed professionals at law firms of all sizes, including at international firms.

The five-year curriculum includes, in the first three and a half years, the study of the fundamental subjects for the preparation of every legal practitioner and, in the last year and a half, the specialization in one of the nine majors, with several teachings, including in English, with a distinctly practical and experiential slant, so as to provide students with the theoretical and practical skills necessary to enter the world of work in the legal area right away.

Along the way, students choose a specialization, built on innovative teaching methodologies such as trial simulations and legal clinics. Students must in fact select a profile among the following prior to registering in the fourth year of their program. Profiles are not offered unless they are selected by a minimum number of students.

- Civil Law
- Law and Economics of Business
- Company and Tax Law
- Criminal Law
- Administrative Law

- International Law
- Labour and Social Security Law
- **European Law (in English)**
- **Law and Innovation (Bilingual)**

The course provides a solid preparation in law, economics and accountancy, in order to provide students with an interdisciplinary knowledge suitable for facilitating the negotiation and signing of the most common contracts in society today. The main characteristic of this course is to provide students with an integrated understanding of juridical, economic and company-related disciplines.

The final degree will be obtained at the end of the five-year study cycle, and the Laurea will have the same value of a Laurea Magistralis.

6. Courses Opened to Erasmus/Exchange Students

The most up-to-date list of courses is available [here](#).

At Luiss, the languages of instruction are English and Italian and **detailed course description can be found at <http://www.luiss.edu/cattedreonline>**.

Erasmus and Exchange students will be given access to all the courses at Undergraduate and /or Graduate level, provided that they have the necessary prerequisites and do not have time-table clashes. Graduate courses are at advanced level and students should have the required background and very good language competences.

Erasmus and exchange students are allowed to attend the courses in English offered in the following programs, according to their academic background and English language proficiency:

- Undergraduate degree in **Economics and Business**
- Undergraduate degree in **Business Administration**
- Undergraduate degree in **Management and Artificial Intelligence**
- Undergraduate degree in **Global Law**
- Undergraduate degree in **Politics: Philosophy and Economics**
- Graduate degree in **Management**
- Graduate degree in **Data Science and Management**
- Graduate degree in **Corporate Finance**
- Graduate degree in **Global Management and Politics**
- Graduate degree in **International Relations**
- Graduate degree in **Policies and Governance in Europe**
- Graduate degree Major in **Economics**
- Graduate degree Major in **Finance**
- Graduate degree Major in **Business Model Innovation**

- Graduate degree Major in **Emerging and Clean Technologies**
- Graduate degree Major in **Circular Economy & SDGs Transformations**
- Graduate degree Major in **Analytics**
- Graduate degree Major in **Customer Engagement & Relationship Management**
- Graduate degree Major in **European Law**
- Graduate degree Major in **Law and Innovation**
- Single-cycle 5-year degree in **Law**

Incoming exchange students will be given access to **all** the courses taught in the degree programs above, at undergraduate and graduate level.

Optional courses will be offered only if enough students register for the courses.

Courses in the following programs are **not open** to Erasmus and exchange students:

- School of Government; School of European Political Economy; School of Journalism; School of Law; Luiss Business School and MBA programs.
- One year master's programs
- Post-graduate and PhD courses
- Language courses other than Italian
- Workshops and Seminars
- RoME Master in Economics

The final list of courses and the class schedule will only be available not long before arrival at Luiss.

7. Useful Information for Guest Students

Detailed information for guest students about life in Rome (cost of living, public transportation, accommodation, libraries, administrative formalities, etc.) is available on [our website](#).

The city of Rome offers an inimitable blend of history, art, culture, life and opportunities. Visitors will have the amazing opportunity to travel through history while walking on its streets: daily life does not just offer superb views of the Coliseum, Fontana di Trevi, the Roman Forum, Piazza di Spagna or the Pantheon, but also hides ancient secrets and modern charms in the narrow streets of the city center.

For information, the best places to make inquiries are the Tourist Information Offices located all over the center and in the main transport terminals.

7.1 Useful Websites on Italy and Rome

Italy

www.italia.it

<https://studyinitaly.esteri.it/>

Ministry of Foreign Affairs

<https://www.esteri.it/en/ministero/>

Rome

A good and reliable source of information about streets, monuments, museums, places of entertainment, cultural events, commercial activity, and shopping is the official website of the City and its social networks:

<https://www.turismoroma.it/en/romalive>

<https://www.comune.roma.it/web/it/eventi.page>

<https://sovraintendenzaroma.it/>

<https://www.turismoroma.it/en/page/map-rome>

Other useful sources of information on what is going on in Rome are digital magazines about events and lifestyle, [Romeing](#) and [ZERO](#), and websites like <https://www.turismoroma.it/en/romalive>.

Cost of Living

Housing & Utilities

Shared Room: €350-400

Single Room: €500-700

Studio: €700-1200

Utilities: €60-100

Groceries

Food and household items: €200-300 per month

Leisure

Cocktails: €6-20

Aperitivo (Happy hour): €8-15

Cinema: €5-10

Restaurant: €15-40

Pizzeria: €10-25

Useful links for accommodation:

www.airbnb.com

www.collegiuniversitari.it/en/index.aspx

housinganywhere.com/

www.spotahome.com/

www.cercasicasa.it

www.uniplaces.com

Emergency Numbers

When travelling in Europe, the emergency number is always 112. Call the single European emergency number if you require urgent assistance from the police, the fire brigade or medical services.

The 112 operator will forward the call to the relevant service depending on the type of emergency.

Calls to the single European emergency number, 112, are free of charge from landlines and mobile networks, even if the phone does not have a SIM card, is blocked or is out of credit.

7.2 Frequently asked questions and contacts

If you have any more questions, please visit the [FAQ section](#) of our website. Should you need any further information please feel free to contact us at:

Student Mobility Office

Viale Romania, 32

00197 Rome, Italy

T +39 06 85225642

E-mail in_erasmusexchange@luiss.it

Web site <https://www.luiss.edu/>

Drop-in hours:

From Monday to Friday, from 10 am to 12 pm

Tuesdays and Thursdays, from 10 am to 12 pm and from 3 pm to 4 pm

7.3 How to Reach the University Campuses

Buses from Termini Station to Viale Pola, Via di S. Costanza, Via Parenzo: Line 38, 62, 82, 90

Buses from Termini Station to Viale Romania: Line 223, 360, 910

Bus from Tiburtina Station to Via Panama: Line 168

(You can use [MuoversiaRoma](#) or [Moovit](#))

Rome has an integrated public transport network operated by the companies ATAC – Cotral – FS-Ferrovie dello Stato. The system includes a network of metro, bus, tram and metro-type rail service.

Bus and tram services (ATAC) cover the center of the city and the suburbs. They operate from 5:30 am to 12:00 Pm. Night bus service is available from midnight to 5:30 am. Night busses are recognized by the number followed by the letter N (notturno).

There are three metro lines, A, B and C which connect extraurban and peripheral zones with the center.

- Metro line A runs from Battistini Station, situated northwest of the city, to Anagnina Station in the south- west. Trains circulate from 5:30 am to 11:30 pm (until 1:30 am on Fridays and Saturdays).
- Metro line B runs from Rebibbia station, situated north- east of the city, to Laurentina Station to the south.
- Metro line C runs from San Giovanni station to Pantano Station.

Trains circulate from 5:30 am to 11:30 pm (until 1:30 am on Fridays and Saturdays).

The only station where you can transfer from line A to line B is Termini Station.

A shuttle train called the Leonardo Express, leaving every 30 minutes (from 6:37 am to 11:37 pm) links Fiumicino International Airport with Termini Central Station. The price of the ticket is €14 for one ride.

For information about bus and tram service (ATAC) you can call the number 06 57 003 or check the website www.atac.roma.it.

You can also ask at any tourist information stand for a free map of the transportation network.

Single tickets (€1.50) allow you to use all means of public transportation within the metropolitan area of Rome for up to 100 minutes.

Monthly passes cost €35 and last for the calendar month, so we recommend buying them at the beginning of the month.

Public transportation and maps

www.atac.roma.it/en/home

www.trenitalia.com/en.html

www.italotreno.com/en

www.tuttocitta.it