



Guide for Luiss students selected for a Free Mover mobility in the 2026/2027 a.y.

Useful pre-departure Information

It is important to read the following document carefully!

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).

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 a timely 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 digital copy of all documentation received and correspondence exchanged.

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

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

In the event that, for instance, upon arrival at the host University, pre-selected subjects approved in the LA are unavailable or in case of timetable conflicts or a lack of prerequisites, **students must modify their**

Online Learning Agreement (OLA) via the Web Self-Service portal.

This must be completed **within a maximum of three weeks from the start of classes abroad**, in accordance with the deadlines and procedures established by the host institution. To this end, students are required to specify the start date of the courses in the "notes" field of the Learning Agreement. 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 students involved: it is therefore important to monitor your inbox to stay up to date.

Students will have to check the **availability of the courses approved** before departure by the academic coordinator 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.**

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

Only courses previously approved by the Delegate and included in the Learning Agreements can be recognized upon return.

Academic Recognition Flexibility

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 and Global Law – Italian Law Track

- **To obtain recognition of elective courses**, it will **not** be necessary to identify foreign courses with syllabi similar to specific Luiss courses. It will be sufficient for them to be consistent with the student's field of study and not too similar in title or content to other courses included in the degree program.
- To have **certain compulsory courses recognized**, it will not be necessary to identify foreign courses with syllabi similar to specific Luiss courses. They must, however, **be consistent with the educational objectives of your major/track/specialization or, if none are specified, your degree program**, and must not be too similar in title or content to other courses in your curriculum. A list of "flexible" compulsory courses that can be recognized as Core Abroad under their original foreign title **is available [here](#)**.
- **Other compulsory courses:** for those not included in the [list](#), you must identify a foreign course with a program that demonstrates substantial congruence.



- Students of the Giurisprudenza degree program may convert up to a maximum of five Luiss courses and up to two Core Abroad courses in place of two of the four mandatory profile courses of the 4th and 5th year (at the student's discretion).

Students in *Global Management and Politics* must select Core Abroad courses related to Political Science, while Elective Abroad courses may be related to Political Science and/or Business and Management.

Students in *Economics and Business* must indicate their chosen major/track in the “notes” section when completing their Learning Agreement.

Note: Students participating in an exchange and enrolled in *International Relations*, that include the *Study Plan Abroad*, **must** select this option. **In all other cases**, if the degree program does not include this option, it will be necessary to choose a major/track/specialization that aligns with the Core Abroad courses selected abroad.

Under no circumstances can language courses, online courses or pass or fail courses abroad be recognized in Luiss as **elective, core or mandatory courses** (even if mistakenly included and approved in the Learning Agreement).

An **overall balance** of credits must be achieved: the total of credits earned abroad cannot be less than **85% 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 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.

Instructions for Global Law students who select the Italian Law track

In light of the possibility of applying for a shortened program in the fourth year of the Single-Cycle Degree in Law, students who choose the Italian Law track **will be required to select foreign courses with syllabi very similar to those of the compulsory Luiss courses**. Students will also have the opportunity to take abroad two Elective Abroad courses that are consistent with their field of study and not too similar in title or content to other courses included in their degree program.



It will not be possible to obtain recognition for the following courses, which must therefore be taken at Luiss:

- Civil Procedure Law 1
- Elective and free-choice courses (corsi liberi) that are preparatory for enrolment in the second degree with a shortened program. Interested students who take elective exams abroad may take at Luiss the exams required to obtain the shortened program as free-choice courses (corsi liberi).

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

- **Elective courses:** It will not be necessary to identify foreign courses equivalent to specific Luiss courses. It will suffice for them to align with your field of study and not be too similar in title or content to other courses offered in your degree program.
- **Mandatory courses:** For those scheduled in the second year, you must identify foreign courses within the same scientific-disciplinary sector (subject area) as the corresponding Luiss courses and that align with the educational objectives of your degree program. A list of the courses involved, which can be recognized as Mandatory Abroad under their original foreign title along with their respective SSD, is available [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. Stay in contact with relevant offices of the host institution and verify the possibility of admission as a Free Mover/Visiting/Guest Student, specifying the study area and level (undergraduate, graduate), and ensuring eligibility to attend the courses approved in the Learning Agreement.
2. Ensure that the deadlines of the chosen universities are compatible with Luiss' internal deadlines.
3. Complete the application process independently with the host institution, following the timing and procedures established by them.
4. Bear all costs associated with this type of mobility.
5. Introduce yourself to the University as a Free Mover student, and not as an exchange student.
6. Enroll in the courses previously approved in the Learning Agreement at the host institution.



7. If necessary, modify the Learning Agreement on the Web Self-Service within 3 weeks of the start of classes abroad.

4. **Compilation of the Luiss study plan for the 2026-2027 a.y.**

The study plan must be completed online through Web Self-Service, tentatively in June 2026. Deadlines and procedures will be provided on the website.

Note: Students participating in an exchange and enrolled in **International Relations**, a degree program that includes the **Study Plan Abroad**, must select it in order to ensure the flexibility provided.

In all other cases, if the degree program does not include this requirement, students must choose a track/profile/major that aligns with the Core Abroad courses they have selected abroad.

In the Luiss study plan, students must insert one or more **Elective Abroad, Core Abroad, or Mandatory Abroad** courses (consistent with what is listed in the Learning Agreement) without selecting a specific elective or core Luiss course. Upon receiving the Transcript of Records and completing the grade conversion procedure, the Student Office will record these courses with their original names as indicated in the Learning Agreement, along with the number of credits assigned to them by the respective Luiss curriculum (6 or 8 ECTS).

For students enrolled in the second year of *Giurisprudenza* who have included **Core Abroad ECO1, ECO2, and/or ECO4** (as replacements for courses in the fourth and fifth-year profiles), the Student Office will add these to the study plan when registering the exams taken abroad. Students must confirm these courses in subsequent study plan submissions for their fourth and fifth years. It is not possible to select other courses or take other exams to replace what has already been recognized.

Students enrolled in the third year of *Giurisprudenza* who have included **Core Abroad ECO1 and/or ECO2** (as replacements for courses in the fourth-year profile) must select these courses when completing the Luiss study plan. If they have included **Core Abroad ECO4** (as a replacement for the fifth-year profile exam), it will be added by the Student Office when registering the exams taken abroad. Students must confirm this course in their subsequent study plan submission for the fifth year. No other courses or exams can be selected to replace those already recognized.

Students enrolled in the fourth year of *Giurisprudenza* have included **Core Abroad ECO4** (as a replacement for the fifth-year profile exam) must select it when completing the Luiss study plan. If they have included **Core Abroad ECO1 and/or ECO2** (as replacements for any fourth-year profile courses they have not already taken), the Student Office will update the study plan accordingly when registering the exams taken abroad. No other courses or exams can be selected to replace those already recognized or completed.

Students enrolled in the bachelor's degree in Economics and Management must pay attention to selecting the correct **Core Abroad** course that corresponds to what is indicated in the Learning Agreement,



taking into account the respective number of credits. This degree program includes **Core Abroad** courses with varying credit values (6 or 8 ECTS).

Students enrolled in the degree programs in **Data Science and Management**; and **Amministrazione, Finanza e Controllo** must carefully choose the **Mandatory Abroad** course that corresponds to the one listed in the Learning Agreement.

If a student fails an exam for a course taken abroad, it is their responsibility to inform the Student Office upon returning, indicating which exam needs to be taken at Luiss as a replacement from the available list of courses offered by their School that have not yet reached the maximum number of elective selections, or from core courses for the relevant profile. The corresponding Luiss **Mandatory Abroad** courses that were not passed abroad do not need to be selected from a list, as they already correspond to specific mandatory Luiss courses.

Elective and core courses entered into the Luiss study plan cannot be similar (in title and content) to any other course taken abroad and recognized at Luiss.

5. Attendance of Luiss language courses

Students participating in a study period abroad through the Free Mover Program will be excused from attending mandatory and optional language courses during the actual period of their study abroad.

In general, it is recommended that students inquire at the host university about the possibility of attending language courses related to their study plan in order to not only maintain but potentially improve the language skills they have acquired.

Some language courses at Luiss will be conducted online, while others will be held in person.

For online classes: Depending on the courses students are required to take abroad and the potential time zone differences, students can participate in the lessons remotely and take the end-of-semester test online. Before the classes begin, students will receive an email from the Language Center at their Luiss institutional email account (@studenti.luiss.it) with course details: group name, schedule, and the virtual classroom link.

For in-person classes: If students are unable to attend online lessons remotely, they can follow the course material online with supervision from the instructor and stay up to date on the program through the MyLuiss platform.

In both cases, students are advised to bring the textbooks from any language course they completed in the previous semester.

Upon their return to Luiss, if the language course continues, students will be assessed to ensure proper reintegration into the corresponding groups. If the language course is not part of their study program at Luiss, they will take a final exam upon their return, which will allow them to earn credits for the language activity.

Language exams taken abroad will be evaluated on a case-by-case basis by the University's Language Center.

For all information regarding language courses, students should contact the University Language Center (cla@luiss.it).

6. Medical Insurance

All Luiss students are guaranteed insurance coverage for professional accidents and civil liability.

Mobility in EU Countries, EEA, and Switzerland

You must carry your European Health Insurance Card (EHIC) (located on the back of the Italian National Health Card). If you do not have one, you must request a replacement certificate from your local health authority (ASL).

Departing students are advised to take out an insurance policy covering medical expenses, travel assistance (including repatriation for health reasons), and luggage.

Some universities (e.g., certain Spanish institutions), despite being within the EU, may require students to purchase their specific mandatory insurance. Others may require that insurance certificates be provided in the local language to be considered valid.

Mobility in Non-European Countries

You must take out a specific insurance policy that covers health expenses, medical treatment, and potential hospitalization, ensuring it meets all requirements set by the host university.

It is recommended to check policy conditions and, whenever possible, purchase insurance directly through the host institution. Some institutions require a mandatory policy to be signed at their campus. Further information is available on the Ministry of Health website under the section "[Se parto per...](#)" (If I leave for...).

The MAECI (Ministry of Foreign Affairs and International Cooperation) suggests evaluating the possibility of taking out a policy that covers—in addition to medical expenses—emergency medical air repatriation or transfer to another country. Similarly, it is advisable to consider insurance coverage for costs related to 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

Before returning to Luiss, students must request that the host university send the official certification of exams taken, known as the Transcript of Records (ToR). The International Student Mobility Luiss office will receive the transcript in digital version only and exclusively if sent directly from the foreign University to the email address freemover@luiss.it. Alternatively, it can be received in hard copy if delivered directly to the International Student Mobility Office or sent via ordinary mail.

Upon return from the semester abroad, following the receipt of the **Transcript of Records** and the verification of the consistency and regularity of the certification by the International Student Mobility Office, grades will be converted into the Italian thirty-point scale. This conversion is based on specific tables approved by the International Student Relations Commission. The conversion is exact, and no rounding will be performed under any circumstances.

It is important to note that students cannot waive the recognition of exams passed abroad, regardless of the grade achieved or the relative conversion at Luiss. These exams will be subject to recognition as established in the Learning Agreement. Free courses are an exception to this rule; for these courses, the student may request non-recognition through a specific written petition presented to the International Student Mobility Office. In the event of registration, free elective courses taken within the Erasmus program will be reported with their original title, and the relative grades will not contribute to the determination of the final GPA.

The entire conversion process requires approximately 5 weeks from the receipt of the ToR.

Exams must be taken at the host universities according to the methods, procedures, rules, and dates of the individual institutions. It is not possible to organize **retakes** or **proctored exams** at Luiss upon return for exams not passed abroad. Any retakes must be taken at the host institution, if provided for.

In case of failure or withdrawal from a course, students must take the exam at Luiss according to the regular exam sessions decided by Academic Planning and published on the internal website.

If, following the failure of some exchange exams, the number of foreign credits falls below 85% or 100% (depending on the structure of the plan) compared to those recognized at Luiss, the delegate may modify the student's study plan to reach the minimum required balance. To this end, the delegate may change the association of any compensatory courses initially paired with other failed courses or, if there are none, cancel one or more previously approved Luiss recognitions and use the corresponding foreign courses to compensate for other courses.

In any case, Luiss courses for which the required foreign compensatory courses were not passed cannot be recognized.

Furthermore, **if the Transcript of Records contains courses not approved in the LA before the students' departure or during the stay via a modification request, they cannot be recognized.**



Finally, any language courses added to the Learning Agreement as elective or core courses will be officially **canceled** upon return.

9. Degree grade bonus and additional courses

All students will be awarded a 0.5 bonus toward their final graduation grade following the Free Mover Semester, **provided they have passed at least two graded exams on the 30-point scale**. These exams must contribute to the credits required for the degree; language courses and additional free courses are excluded.

This bonus can be granted only once and cannot be combined with additional points provided for participation in Erasmus+, Bilateral Exchange, Double Degree, or other types of international programs.

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.

Before Departure

- Ensure you have the necessary vaccinations for entering your destination country.
- Gather details on the customs, traditions, and laws of the destination by consulting travel guides or the website: <https://www.viaggiaresicuri.it/home>.



- Take note of the Italian embassy or consulate in the destination country. Record the address, phone numbers, and emergency contact details on your mobile phone, inside your passport, and save it securely online.
- Also include an emergency contact person's detail inside your passport.
- Verify with your service provider that your mobile phone will work abroad and leave your international contact details to friends and family.
- Send your foreign address and contact information to the International Student Mobility office.
- Ensure you have access to multiple payment methods.
- If you plan to drive, verify the validity of your driver's license for that country.
- Carry copies of your regular medical prescriptions considering your health conditions.
- Indicate any allergies in your passport, online, or by using medical alert bracelets.

During the Period Abroad

- Do not display objects of value.
- Exercise caution when taking photographs, filming videos, or using binoculars; these activities may be misinterpreted by local authorities, especially near military installations.
- Respect the customs and sensitivities of the host country.
- Provide periodic updates on your well-being to your contact person in Italy.
- Check the host country's rules regarding the import and export of food and plants.
- In the event of a serious attack, armed insurrection, or state of war, remain temporarily in your residence. Attempt to communicate your position to the local Italian diplomatic representation, your family, and the university.
- Maintain a cautious attitude and stay updated on the evolution of security conditions by contacting the Italian Embassy when necessary and scrupulously following the instructions of local authorities.
- Comply with all safety and security instructions received from the representatives of your host institution.

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 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 International Student Mobility Office staff for the necessary formalities and communicate the start and end dates of the mobility period.

14. Contacts:

International Student Mobility Office

E-mail: freemover@luiss.it

Viale Romania 32, 00197 Roma

Tel. +39 06 8522 5613 / 5642

This Guide is for informational and orientation purposes only and has no legal force. For complete and official information, always refer to the Regulations, which should be read with the utmost care.