

Fact and information sheets 2013 2014 LUISS University



Name of University	LUISS Libera Università Internazionale degli Studi Sociali Guido Carli
Erasmus Code	I ROMA03
Website of University	www.luiss.it - www.luiss.edu

Rector	Prof. Massimo Egidì
Director of International Relations	Roberto Costantini
Address	Viale Pola 12 – 00198 Rome - Italy

LUISS Student Exchange Office

Address	viale Romania 32 00197 Rome - Italy
Website for exchange students	www.luiss.edu/prospective-students/exchange-students
E-mail	relint@luiss.it
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Head of Student Exchange Office

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Student exchange information:

Nomination deadline	<u>10 May</u> for <u>both I (Fall) and / or II (Spring) semester</u>
Application deadline	<u>31 MAY</u> for <u>both I (Fall) and / or II (Spring) semester</u> Same deadline for housing (see page 8)
Application deadline for II semester	<u>LUISS does not accept a second round of selected students for the II (Spring) semester, after the summer.</u> <u>Very few exceptions can be made and they have been agreed on with the partners involved.</u>
Nomination procedures	All exchange students must be nominated by their home university. The home coordinator must e-mail the following information to <u>relint@luiss.it</u> <ol style="list-style-type: none"> 1. Complete name (first/middle/surname) 2. Gender 3. Nationality 4. Date of Birth (dd/mm/yyyy) and place of birth (City) 5. Length of stay (first semester - full year - second semester) 6. E-mail address 7. Field of study (Business / Economics, Law, Political Science) 8. Level of study (bachelor or master)
Application procedures	After nomination by the home university coordinator students must: <ul style="list-style-type: none"> ▪ complete and send the on-line application form ▪ print it, have it signed by the coordinator and send it by post Students must send the following with the application form by mail: <ul style="list-style-type: none"> • 2 original passport-size photos • 2 copies of a valid document (passport or I.D. card) • an updated transcript of records in English • the provisional learning agreement To the Student Exchange Office - V.le Romania 32 – 00197 Rome - Italy
Application can be found at	http://www.luiss.edu/prospective-students/exchange-students/ects-application-form The username and password will be sent to all partners by the end of January with the information package and <u>not directly to the students.</u>

Academic calendar, Italian language crash course and mandatory arrival dates:

Italian language crash course	From 5 September to 13 September 2013
<u>Mandatory arrival date</u>	<u>4 September 2013 (orientation session)</u>
<i>Deadline for the test</i> Another test will be held after arrival of the students.	1st July 2013 , by this date LUISS must receive the Italian test from the students who have registered for the crash course held in September. Students that wish to attend the crash course <u>must arrive on the set date of September 4, 2013. No exceptions will be made.</u> Students will not be admitted even one day later for the crash course.

Academic Calendar 2013-2014	
First - Fall semester	From 16 [*] September to 15 February 2014 (including exams)
	From 23 September to 15 February 2014 (including exams)
Application deadline	31 May 2013
<u>Mandatory arrival date</u>	12 September 2013 (orientation session)
First - Fall semester exams	From 9 December to 20 December 2013 One examination date for all courses will be offered before the Christmas holidays.
First - Fall semester exams	From 7 January to 15 February 2014

[*] Please note that **II and III year classes at Bachelor level** and **II year classes at Master level**, of the Departments of **Business, Economics and Political Science**, will **begin on 16 September 2013**. The other classe will begin on **23 September 2013**.

Second - Spring semester	From 17 February to 5 July 2014 (including exams)
Application deadline	31 May 2013
<u>Mandatory arrival date</u>	13 February 2014 (orientation session)
Second - Spring semester exams	From 19 May to 5 July 2014

LUISS language requirements for exchange students:

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 have a good knowledge of the language of instruction of the Host university. With most of our partners we have agreed that the language proficiency will be certified by each home university, confirming the level is adequate and students will not be required to submit an official language test result for the exchange programme.

From our partner Universities with whom we have not agreed on a language certificate waiver, as of the academic year 2013-2014, we will require proof of language proficiency for English and or Italian language to study at LUISS.

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

For Italian:	<p>Bachelor Level A minimum of B1 of the CEFR (Common European Framework of Reference for Languages) or equivalent.</p> <p>Master Level A minimum of B2 of the CEFR (Common European Framework of Reference for Languages) or equivalent. Italian language proficiency can be certified by the Home university.</p>
For English one of the following certificates:	<p>IELTS score a minimum of 6 TOEFL IBT score a minimum of 79/80 Cambridge – CAE Level - grade B IELTS and TOEFL tests taken more than two years ago are no longer valid.</p>

Courses available to exchange students:

Languages of instruction	Italian and English
University structure	3 + 2 - according to the Bologna system
Undergraduate Studies (Bachelor) Graduate Studies (Master) Department of Law (Master)	Three-year Bachelor's Degree Programmes (180 ECTS credits) Two-year Master's Degree Programmes (120 ECTS credits) Five years Single Cycle Graduate Programme (300 ECTS credits)
ECTS credits	LUISS university credits are ECTS credits 1 credit is equivalent to 25 hours of study
Attendance of courses	Full-time attendance of courses is compulsory
Average workload	The average work load for LUISS students is about 30 ECTS credits per semester, including language courses. Incoming students are advised not to take more than 24 credits. Three courses per semester is the average workload for full-time study. Students can take more if their language competence is very good.
Minimum requirements	It is a responsibility of the home Institution but exchange students should take at least one course.
Courses exchange students can take	Exchange students will be given access to all the courses at their level Bachelor or Master , as long as they have the necessary prerequisites and do not have time-table clashes. ▶ Bachelor students will not be allowed to take courses at Master level. ▶ Master students will be permitted to take courses at both Bachelor and Master level. The Master courses are at advanced level and if students do not have a sufficient knowledge of Italian language they will not be allowed to register for them. The students will be registered at Bachelor level. There is some flexibility for the Master's Degree in International Relations offered by the Department of Political Science.
Restricted programmes and courses	Master's degree courses to Bachelor students Programmes of the School of Government The one Master in EU Studies The Programmes of the School of Journalism All post-graduate and PhD courses LUISS Business School Programmes and MBA
Programmes and courses in English	Erasmus and Exchange students will be allowed to attend the courses in English offered in the following programmes, according to their level of study, academic background and English language level:

Academic offer Bachelor and Master level a. y. 2013-2014

Departments:	<ul style="list-style-type: none"> ■ Department of Business and Management ■ Department of Economics and Finance ■ Department of Law ■ Department of Political Science
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Undergraduate Studies: three-year Bachelor's Degree Programmes (180 ECTS credits)

<ul style="list-style-type: none"> ■ Department of Business and Management 	<p>Bachelor's Degree in Economics and Management</p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Economics and Financial Markets ▶ Business Administration, Finance and Auditing ▶ Management ▶ Marketing
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<ul style="list-style-type: none"> ■ Department of Economics and Finance 	<p>Bachelor's Degree in Economics and Business – <u>in English</u></p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Finance and Economics ▶ Business Management
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<ul style="list-style-type: none"> ■ Department of Political Science 	<p>Bachelor's Degree in Political Science and International Relations</p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Politics, Philosophy and Economics – <u>in English</u> ▶ Political Science
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<ul style="list-style-type: none"> ■ Department of Law <p>Single Cycle Graduate Programme</p>	<p>A five year Master's Degree Programme in Law (300 ECTS credits)</p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Major in Civil Law ▶ Major in Law and Economics of Business and Innovation ▶ Major in Company and Tax Law ▶ Major in Criminal Law ▶ Major in Financial Markets and Contracts Law ▶ Major in Public Law ▶ Major in Administrative Law ▶ Major in International Law ▶ Major in Labour and Industrial Relations Law ▶ Major in EU Law and Regulation – <u>in English</u> <p>The Department of Law offers a few courses in English each year. The final list will be available in September.</p>
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Graduate Studies: two-year Master's Degree Programmes (120 ECTS credits)

<p>■ Department of Business and Management</p>	<p>Master's Degree in Economics and Business Management</p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Management ▶ Business Finance ▶ Marketing <p>Master's Degree in Law and Economics</p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Law and Economics ▶ Industrial Economics and Regulated Industries <p>Master's Degree in Management – in English</p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Finance ▶ International Business ▶ Luxury and Fashion ▶ Management of Innovation ▶ E-Business and Management of Innovation Systems ▶ Management of Tourism and Culture Goods
<p>■ Department of Economics and Finance</p>	<p>Master's Degree in Economics and Finance</p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Economics and Finance ▶ Financial Economics – in English
<p>■ Department of Political Science</p>	<p>Master's Degree in International Relations (in Italian and English)</p> <p>Master's Degree in Government and Public Communication</p> <p>Majors:</p> <ul style="list-style-type: none"> ▶ Major in Institutional and Political Communication ▶ Major in Political and Administrative Institutions

Information about the degree programmes can be found at:

<p>■ Department of Economics and Finance</p>	<p>http://didattica.economiaefinanza.luiss.it/</p>
<p>■ Department of Business and Management</p>	<p>http://didattica.impresaemanagement.luiss.it/</p>
<p>■ Department of Political Science</p>	<p>http://didattica.scienzepolitiche.luiss.it/</p>
<p>■ Department of Law</p>	<p>http://didattica.giurisprudenza.luiss.it/</p>

Examination periods and assessment:

<p>Exams can be taken only on the official dates. Exchange students will take their exams in the same conditions as regular students. Exchange students are <u>NOT</u> authorized to organize their exams individually with their professors.</p>		
First - Fall	semester exams	From 9 December to 20 December 2013 One examination date for all courses will be offered before the Christmas holidays.
First - Fall	semester exams	From the beginning of January to the middle of February.
Second - Spring	semester exams	From the end of May to the beginning of July.
<p>Students should make their travelling arrangements according to the examination periods.</p>		

Transcripts of records:

Transcripts of records	<p>They will be available two months after the end the examinations periods of each semester.</p> <p>Two original transcripts of records will be sent to the Partner Institutions after the end of each examination session.</p> <p>Students who come to LUISS for the whole academic year <i>or</i> for the second semester, <i>will receive the transcripts by the beginning of September.</i></p> <p>Exceptions cannot be made.</p>
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Housing:

Type of housing offered	<p>Off-campus rooms in private apartments with other students.</p> <p>A private organization, CTS, takes care of housing for LUISS Erasmus and exchange students. The Student Exchange Office does not take direct responsibility in providing accommodation. For further details please refer to the Conditions for Booking Accommodation included in the LUISS information package for partners.</p>
Application deadline for housing	<p>31 MAY 2013 - for both I (Fall) and / or II (Spring) semester</p> <p>LUISS does not accept a second round of selected students for the second semester, after the summer.</p> <p>Very few exceptions can be made <u>and they have been agreed on with the partners involved.</u></p>
Application procedures for housing	<p>Students <u>must apply for housing by ticking the on-line application form</u> and <u>send the original form to CTS and a copy to LUISS.</u></p> <p>Please note that the housing form is not on-line, it is sent to the International coordinator of the home University with the LUISS information package.</p>

Confirmation of housing	In order to confirm accommodation, students must return the reservation form to CTS and the proprietor no later than 15 days from the date indicated on the form (<i>please read the booking instructions and conditions carefully</i>).
Contact for housing	C.T.S. Centro Turistico Studentesco e Giovanile Ufficio Erasmus: Via Albalonga 3, 00183 Rome – Italy Phone: +39-06-44111517 - Phone: +39-06-4455262 Fax: +39-06-4411475 E-mail: erasmus@cts.it
Late applicants	If students are accepted by LUISS after the deadline they will not be offered housing and will have to take care of it themselves.



Acceptance of students:

In June	From the middle of June, as soon as the completed application forms are received and processed, the Student Exchange Office will send the incoming students an acceptance letter and practical information via e-mail. Hard copies of the acceptance letters will be sent only to students that have to apply for a visa.
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In November Only for Partners with whom we have agreed on a second round of selection for the Spring.	From the middle of November, as soon as the completed application forms are received and processed, the Student Exchange Office will send the incoming students accepted for the Spring Semester after 31 May, an acceptance letter and practical information via e-mail. Hard copies of the acceptance letters will be sent only to students that have to apply for a visa.
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Fees:

Erasmus students and students under a Bilateral Exchange Agreement	Do not have to pay any kind of University fee. These students are admitted on a no tuition fee basis.
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Insurance:

<p>Erasmus students</p>	<p>All exchange students are required to have an insurance policy covering medical care and third party liability. For students from countries which are members of the European Union some medical costs are generally covered by their national health service. All European students should have the European Health Insurance Card – EHIC.</p>
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Visa and Insurance non EU citizens:

<p>Visa application for non EU citizens</p> <p>Non EU citizen, as soon as they receive the letter of admission from LUISS Guido Carli University should go to the Italian Diplomatic Offices (Embassy or Consulate) and apply for a Study Visa.</p> <p>The list of the Italian Embassies and Consulates on the Ministry of Foreign Affairs website:</p> <p>http://www.esteri.it/MAE/EN/Ministero/LaReteDiplomatica/Ambasciate/default.htm.</p>	<p>To apply for permit of stay, after arrival, students must bring the following.</p> <p>A declaration of sufficient means of support The bank statement must be original A private Health Insurance valid in Italy</p> <p>Please note that private insurance from home countries are not accepted at the Questura, unless an official paper from the Italian Embassy or Consulate of home country states the validity of the insurance The acceptance letter</p> <p>Students will receive detailed information before arrival with the acceptance letter.</p>
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Cost of living:

<p>Average per month</p>	<p>Housing: between € 350 and € 600 per month</p> <p>Meals: between € 150 and 250 per month</p> <p>Meals at the University restaurant: about € 3.20 per meal</p> <p>Transportation € 35 monthly card</p> <p>One bus ticket € 1.50</p> <p>Textbooks: about € 300 average per semester</p>
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Facilities for exchange students:

<p>Exchange students will be given access to:</p>	<ul style="list-style-type: none"> Italian language courses LUISS E-mail Access to the wireless network Computer and printing facilities Café and University canteens Sports Cultural Activities The University radio and Web TV Video Service Bookstore Shuttle Bus
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Resources on Rome and Italy:

<p>Italy</p>	<ul style="list-style-type: none"> http://www.italia.it/it/home.html http://www.italia.it/en/home.html http://www.study-in-italy.it
<p>Ministry of Foreign Affairs</p>	<p>http://www.esteri.it/MAE/EN</p>
<p>Rome</p>	<ul style="list-style-type: none"> http://www.turismoroma.it/ http://www.turismoroma.it/?lang=en
<p>Public transportation and maps</p>	<ul style="list-style-type: none"> www.atac.roma.it www.tuttocitta.it www.englishyellowpages.it

