

FAQs

FREQUENTLY ASKED QUESTIONS

Admission / Enrolment

I am an international student and would like to study at LUISS Guido Carli, what should I do?

If your University has a Bilateral Agreement with LUISS Guido Carli (under the Erasmus+ Programme or another Exchange Agreement), you can apply through the Student Exchange Office of your Institution. **The first thing to do is to contact the coordinator in your home University.**

If your University does not have an exchange agreement with LUISS:

You can enrol for single courses (*corsi singoli*). In this case, you would have to pay a fee of € 1.300 for each course.

In order to enrol, please read the information available on the website:

<http://www.luiss.edu/students/student-office/bachelors-degree-programs/registering-individual-courses>

and contact Segreteria Studenti: segreteria@luiss.it or segreteriamagistrali@luiss.it

You can enrol for a full degree course. In order to enrol, read the information available on the website:

<http://www.luiss.edu/admissions>

<http://www.luiss.edu/admissions/undergraduate-admissions>

<http://www.luiss.edu/admissions/graduate-admissions>

and contact Segreteria Studenti: segreteria@luiss.it or segreteriamagistrali@luiss.it

Erasmus and Exchange Students

I am an Erasmus / Exchange student and have been selected for LUISS, what should I do?

First step for Partner University coordinators - NOMINATION

➤ Nomination deadline: 11 MAY for both I (Fall) and / or II (Spring) semester

All exchange students must be nominated by their home university. The home coordinator must email the following information to relint@luiss.it

1. Last Name
2. First Name
3. Gender
4. Nationality
5. Date of Birth (dd/mm/yyyy)
6. Place of birth (City)
7. Length of stay (fall semester - full year - spring semester)
8. E-mail address
9. Field of study (Business / Economics, Law, Political Science)
10. Level of study (bachelor or master)

What are the application procedures?

Second step for nominated students - REGISTRATION

➤ Application deadline: 31 MAY for both I (Fall) and / or II (Spring) semester

After being nominated by the home university, exchange students will receive an e-mail with an **access code** (token) and instructions to **register** in our on-line Web Self-Service Platform.

Students must register to the Web Self-Service.

Enter the **ACCESS CODE**, first name, last name and date of birth. The information entered must match the data we received from home university.

If registration is successful, students will be allowed to login to the system using your **newly assigned username and password**. We recommend saving this page, print it, or note down the credentials for future use (a copy will also be sent to the students e-mail address).

By logging into the system students will be able to proceed to the next step.

Third step for registered students - APPLICATION

From the Web Self-Service user page, in the left-hand pane, students should click on Study abroad > Application Form for Incoming students (Erasmus/Exchange).

Students will have to upload a scan of the following (**we suggest you prepare scans in this phase**):

- A recent photograph (35x40mm, max 5MB, in JPEG, JPG, BMP or PJPEG) *
- ID card (for Schengen countries) or passport for non-EU students *
- Updated transcript of records in English.*
- A provisional Learning Agreement signed by the home university coordinator *
- Language certificates (if required, check with home university)
- Application for housing (if requested)

* **Compulsory attachments**

LUISS will not require a paper file of the application documents however students **should print and keep a copy** of the **provisional learning agreement** and of the **enrolment credentials form** with **username** and **password**. They will need them after arrival to access their personal LUISS Web Self-Service page.

When will I receive the acceptance letter?

From the middle of June, as soon as application forms are 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.

Will I have to pay university 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.

Departments and University Structure

What is the structure of the University?

University structure: 3 year Bachelor's Degree + 2 year Master's Degree - according to the Bologna system

Undergraduate Studies (Bachelor) : Three-year Bachelor's Degree Programmes (180 ECTS credits)

Graduate Studies (Master): Two-year Master's Degree Programmes (120 ECTS credits)

Department of Law (Master): Five years Single Cycle Graduate Programme (300 ECTS credits)

Which Departments do you have?

Departments

- Department of Business and Management
- Department of Economics and Finance
- Department of Law
- Department of Political Science

Undergraduate Studies: three-year Bachelor's Degree Programmes (180 ECTS credits)

■ Department of Business and Management

Bachelor's Degree in Economics and Management

■ Department of Economics and Finance

Bachelor's Degree in Economics and Business – In English

Majors:

- ▶ Management
- ▶ Economics
- ▶ Finance

■ Department of Political Science

Bachelor's Degree in Political Science and International Relations

Majors:

- ▶ **Politics, Philosophy and Economics – In English**
- ▶ Political Science

■ Department of Law - One Cycle Graduate Programme (300 ECTS credits)

A five year Master's Degree Programme in Law (300 ECTS credits)

Majors:

- ▶ Major in Civil Law
- ▶ Major in Law with Economics
- ▶ Major in Company and Tax Law
- ▶ Major in Criminal Law
- ▶ Major in Administrative Law
- ▶ Major in International Law
- ▶ Major in Labour and Social Security Law
- ▶ **Major in EU Law and Regulation – [in English](#)**

The Department of Law offers a few courses in English each year. The final list will be available in September.

Graduate Studies: two-year Master's Degree Programmes (120 ECTS credits)

■ Department of Business and Management

Master's Degree in Economics and Business Management - [in Italian](#)

Majors:

- ▶ Accounting, Finance and Control
- ▶ Business Management
- ▶ Management Consulting
- ▶ Digital Management in Transforming Business and Public Administration

Master's Degree in Business Consulting and Auditing- [in Italian](#)

Master's Degree in **Management – [in English](#)**

Majors:

- ▶ Corporate Finance
- ▶ Innovation and Entrepreneurship
- ▶ International Management
- ▶ Luxury, Fashion and the Creative Industries

Master's Degree in Marketing - [in Italian](#)

■ Department of Economics and Finance

Master's Degree in Banks and Financial Intermediaries - [in Italian](#)

Master's Degree in **Economics - [in English](#)**

Master's Degree in **Finance - [in English](#)**

■ Department of Political Science

Master's Degree in International Relations - [in Italian](#)

Majors:

- ▶ **European Studies - [in English](#)**
- ▶ **Global Studies - [in English](#)**

Master's Degree in Government and Politics - in Italian

Majors:

- ▶ Communication and New Media
- ▶ Institutions and Politics
- ▶ Public Politics

I do not speak Italian. Do you offer courses in English?

At LUISS the main language of instruction is Italian, **but an increasing number of degree programmes and courses are offered in English each year.**

What are the language requirements for LUISS University?

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 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:

Bachelor Level

A minimum of **B1** of the CEFR (Common European Framework of Reference for Languages) or equivalent.

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.

For English one of the following certificates:

IELTS score a minimum of 6

TOEFL IBT score a minimum of 78/80

Cambridge – FCE Level - grade B

Cambridge – CAE Level - grade C

IELTS and TOEFL tests must be valid. They expire after 2 years.

Which students can attend the courses in English?

Erasmus and Exchange students will be allowed to attend the courses in English offered in the following programmes, according to their academic background and English language proficiency:

- ▶ Bachelor's Degree in Economics and Business
- ▶ Bachelor's Degree in Politics Philosophy and Economics
- ▶ Master's Degree in Management
- ▶ Master's Degree Major in Economics

- ▶ Master's Degree Major in Finance
- ▶ Master's Degree Major in European Studies
- ▶ Master's Degree Major in Global Studies
- ▶ The courses in English offered by the Department of law

Courses in Italian

In order to attend courses in Italian, your language level should be adequate, at least at an intermediate level.

Italian language courses

Do you offer Italian language courses? Who can apply?

Each year LUISS offers Italian language courses in both semesters to Erasmus exchange students who have been admitted to LUISS Guido Carli University, under an exchange programme (Erasmus+ or Bilateral Agreement). The courses are at three levels: beginners, intermediate and advanced.

The courses are **only open to Erasmus and Exchange students coming from partner Universities** and they are free of charge.

Students will gain 3 ECTS credits for each course.

Will I receive a certificate at the end of the course?

At the end of the courses, the students who have complied with the requirements, will receive a certificate for the work done (with grades and 3 ECTS credits).

Deadlines and arrival dates

When should I apply for LUISS?

The deadline for LUISS is May 31 for both I (Fall) and II (Spring) semester.

Find out when and where you have to apply at your home University.

After the deadline of May 31 students may not be accepted by LUISS.

When should I come to LUISS?

There are **set arrival dates for each academic year and they are mandatory**.

For the **2015-2016 academic year the mandatory arrival dates are:**

First – Fall semester:	10 September 2015
Second – Spring semester:	11 February 2016

The mandatory dates will be sent to the students with the acceptance letters. They are also indicated in the academic calendar and in the web site.

On the set arrival dates, the students should go to the Student Exchange Office for student mobility at 10.00 or at 2.30 p. m..

Orientation sessions will be held on set the arrival dates and students will receive an information package.

Course Enrolment

Which courses can I take?

Exchange students will be given access **to all the courses at Bachelor and / or Master**, as long as they have the necessary prerequisites and do not have time-table clashes.

The Master courses are at advanced level and students should have the required background and very good language competences.

The **first three years** of study are equivalent to **Bachelor** Level. The **fourth and fifth years** of study are equivalent to **Master** level. **Law students** will be allowed to take fourth or fifth year courses if they have a good Italian language level and the required prerequisites.

Optional Courses

Optional courses will be offered only if a sufficient number of students register for the courses. If you choose them, make sure you enrol in a few extra courses.

Do you allow cross-department and/or cross programme enrolment?

Incoming Exchange students will be given access to all the courses in the LUISS Departments of Business and Management, Economics and Finance, Political Science and Law, at Bachelor and /or Master level.

Students must have the required pre-requisites and avoid time-table clashes.

Is attendance of courses mandatory?

Yes, full-time attendance of courses is compulsory.

Are there any restricted courses?

Courses in the following programmes are restricted to all Erasmus and Exchange students:

School of Government programs
EU Studies master
One year Master programs
School of Journalism programs
Post-graduate and PhD courses
LUISS Business School and MBA Programs

How many courses should I take?

Work Load

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 if they do not stay for the full examination period and leave in December.

Three/four courses per semester are the average workload for full-time study, depending on the year of study and level. The average work load for LUISS students is about 30 ECTS credits per semester, including language courses.

<http://www.luiss.edu/>

<http://www.luiss.edu/students/erasmus-and-exchange-students/ects-course-information>

Course descriptions in Italian can be found at <http://www.luiss.it/it/dipartimenti/>

From **Cattedre on-line** → name of the professor or of the subject → cerca

What are the minimum requirements?

Minimum requirements

It is a responsibility of the home Institution but exchange students should take at least one course.

Learning Agreements

When can I prepare the final learning agreement?

All Erasmus-Exchange students must send a Learning Agreement (Programme of study) approved by the co-ordinator of the home University, before arrival. It is included in the on-line web application system. It can be changed after your arrival.

From the beginning of classes, students will have one week to select courses and make their final choice. Students must register on-line in the LUISS Web Self-Service system, by the given deadline.

After the deadline it will not be possible to change or add courses. Students will only be allowed to drop courses.

The final learning agreement can be defined, after arrival, as soon as the course enrolment procedures have been completed.

Exams and the Italian Examination System

When can I sit exams? Examination periods and assessment.

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 NOT authorized to organize their exams individually with their professors.

Students should make their travelling arrangements according to the examination periods.

Examination Periods a. y. 2015-2016

First - Fall semester exams

From 10 December to 19 December 2015
One examination date for all courses will be offered before the Christmast holidays.

First - Fall semester exams

From 7 January to 13 February 2016

Second - Spring semester exams

From 16 May to 2 July 2016

How do I register to sit an exam?

Guest students must register online for all the examination dates (*appelli*), as soon as the exams dates will be published on our website (approximately from the middle of November 2015 for the Fall semester and the beginning of May 2016 for the Spring semester).

For each course, LUISS offers **two or three examination dates** (*appelli*) during a long examination period. Guest students will have to **register on-line for the examination dates** (*appelli*) **of the courses they have chosen** and indicated in the web course enrolment system.

The official examination dates will be posted on-line at the end of each semester. You may search the dates from www.luiss.it as follows:

select **Dipartimenti**

<http://www.luiss.it/it/dipartimenti/>

Select the **Department** you are interested in

From **Cattedre on-line** → name of the professor or of the subject → cerca → date esami.

Exams can be taken only on the official dates. Therefore, students should **make their travelling arrangements according to the examination periods.**

How do I register an exam?

At the end of each exam **students must always sign the examination register** (*verbale d'esame*) which will also be signed by the professors. This is very important, otherwise the **grades will not be included in their transcripts of records.**

Registration of the exams

- ▶ On the date of the oral exams students **MUST ALWAYS REGISTER THE GRADE BY SIGNING THE EXAMINATION REGISTER** (*verbale d'esame*) which will also be signed by the professors.
- ▶ After a written test students **MUST ALWAYS ATTEND THE ORAL TO COMPLETE THE EXAM AND REGISTER THE GRADE BY SIGNING THE** *verbale d'esame*.
- ▶ **IF THE EXAMS ARE NOT REGISTERED, THE GRADES WILL NOT BE INCLUDED IN THE TRANSCRIPT OF RECORDS.** Please note that the only way to sign the verbale is if you are present the day for the signature, that, in case of a written exam, will not be on the same date.

Are all the exams oral?

The Italian University system is based on oral exams although some courses may require written work during the semester or a written exam **before the final oral examination.**

LUISS Guido Carli Grading System

Can you describe the grading system?

Individual courses are graded on a scale of 18/30. Very brilliant students may be awarded 30 cum laude (30 e lode). The minimum passing grade is 18/30. Grades below 18 are a fail and are not registered.

Distribution of **Bachelor** level grades

Department of Business and Management

LUISS Grades	Distribution
30 e lode	4,50%
30	15,55%
29	6,55%
28	13,11%
27	12,03%
26	10,11%
25	8,95%
24	7,50%
23	5,03%
22	3,76%
21	2,84%
20	3,38%
19	1,98%
18	4,73%
Total	100%

Department of Economics and Finance

LUISS Grades	Distribution
30 e lode	4,78%
30	12,00%
29	7,88%
28	11,55%
27	10,35%
26	8,94%
25	7,62%
24	8,82%
23	5,45%
22	4,85%
21	3,63%
20	4,57%
19	3,18%
18	6,37%
Total	100%

Department of Political Science

LUISS Grades	Distribution
30 e lode	9,40%
30	21,28%
29	10,86%
28	15,64%
27	12,62%
26	8,40%
25	5,36%
24	4,63%
23	2,88%
22	2,02%
21	1,55%
20	1,69%
19	1,01%
18	2,66%
Total	100%

Distribution of **Master** Level grades

Department of Business and Management

LUISS Grades	Distribution
30 e lode	5,00%
30	22,99%
29	13,39%
28	21,35%
27	15,05%
26	8,78%
25	4,82%
24	3,56%
23	1,77%
22	0,96%
21	0,67%
20	0,53%
19	0,31%
18	0,84%
Total	100%

Department of Economics and Finance

LUISS Grades	Distribution
30 e lode	6,21%
30	27,59%
29	12,80%
28	17,61%
27	13,48%
26	7,75%
25	4,79%
24	3,85%
23	1,88%
22	1,34%
21	0,83%
20	0,74%
19	0,34%
18	0,80%
Total	100%

Department of Political Science

LUISS Grades	Distribution
30 e lode	13,17%
30	31,36%
29	13,91%
28	18,40%
27	10,87%
26	5,63%
25	3,06%
24	1,68%
23	0,69%
22	0,32%
21	0,27%
20	0,27%
19	0,11%
18	0,26%
Total	100%

Department of Law

LUISS Grades	Distribution
30 e lode	6,29%
30	27,57%
29	5,50%
28	20,34%
27	15,05%
26	9,00%
25	5,93%
24	4,10%
23	2,06%
22	2,06%
21	0,69%
20	0,95%
19	0,33%
18	0,89%
Total	100%

LUISS students stand out for their academic excellence, as admission to the University is merit-based, competitive and highly selective. Admission is based on a test and on the high school record score. Therefore, very good grades are more common than in other universities.

Will fail grades be registered?

In the Italian university system the minimum passing grade is 18/30. **Grades below 18 are a fail and they will not - and cannot - be registered.**

When can I retake an exam if I fail?

If students do not pass an examination they can take a resit. If students fail an exam on the first date, usually they can take the re-sit on the last examination date. It will depend on the professor of the subject involved.

If the student would like to refuse a grade, between 18 and 30, he/she **must NOT** sign the “verbale”.

Transcripts of Records

When will I receive my transcript?

The transcripts of records will be sent by email to the partner Universities after the end of each examination session.

Students who come to LUISS for the whole academic year *or* for the second semester, will receive the transcripts by the beginning of September. Since the examination session will finish in July and the University closes in August, the transcripts can only be issued by the Student Office after the summer break. Therefore, no exceptions can be made.

Accommodation

How can I find a room in Rome?

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.

You can apply **through the LUISS on-line web application form by May 31st**. In this case CTS (*Centro Turistico Studentesco e Giovanile*) will take care of finding a room for you. **Make sure you read the booking conditions carefully, follow the instructions and meet the deadlines.**

You can look for a room by yourself, in this case we advise you to come to Rome at least two weeks before the beginning of each semester because it is not easy to find accommodation in Rome.

Cost of Living

How much will I spend in Rome?

Housing: the average cost is about 350/400 € (for a place in a double room) and about 500/600 € (for a single room) a month plus extras (telephone, electricity, heating, etc.)

Meals: about 3.20 € per meal at the University cafeteria. From 5 to 25 € in take-away pizza shops, bars, pizzerie, trattorie.

Public transport: the price of a monthly card (*tessera intera rete*) for all public transport is 35 €.

One bus ticket € 1.50.

Books: about 200 / 250 € per semester.

Cinema: a ticket costs about 8.00 €.

Theatre and Concerts: the average cost is between 15 and 30€, but many associations give students reduced prices.

Student Facilities at LUISS

What facilities are offered to exchange students?

Guest students will have the same facilities as Italian students:

Italian language courses
LUISS E-mail
Access to the wireless network
Computer and printing facilities
Café and University canteens
Sports
Cultural Activities
Conferences
The University radio and Web TV
Video Service
Bookstore
Shuttle Bus

The Student Exchange Office

When can I contact the office?

Office Hours:

Morning: from Monday through Friday, from 10.00 a.m. to 12.00 p.m.
Afternoon: Tuesdays and Thursdays, from 3.00 p.m. to 4.00 p.m.

Annamaria A. Ricciardi (Head of the Office):

Morning: from Monday through Friday, from 11.00 a.m. to 12.00 p.m.
Afternoon: Tuesdays and Thursdays, from 3.00 p.m. to 4.00 p.m.

In the Summer, from mid-June to mid-September, the Office is closed on Friday afternoons.

Where is the office?

The Office is located in the main Campus of viale Romania, in the Parioli area.

LUISS Guido Carli University
Gestione Esperienze Internazionali - Student Exchange Office
viale Romania 32 - 00197 Rome - Italy

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Web-site: www.luiss.it - www.luiss.edu/