

Luiss
Business
School

Graduate Exchange Programme

Infopack for incoming exchange students

2022/2023



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Luiss Business School

Luiss Business School is the School of Business and Management of LUISS Guido Carli University, dedicated to postgraduate education. Founded in 1986, the School achieved the prestigious international certifications EQUIS in 2015 and AACSB in 2016.

Luiss Business School is a bridge between the academic and business world through its long-term partnership with Confindustria, the main Italian association representing manufacturing and service companies in the country. Our educational programmes rely on the experience of professors and the know-how of practitioners working in the fields of finance, consulting, and accounting. Interdisciplinarity, practical exercises, and business case analyses contributed in maintaining Luiss' competitive edge in an ever-changing world.

A multi-campus and multisite educational experience

Luiss Business School programmes are delivered in multiple locations offering a unique educational experience enriched by the distinctiveness of different context.



Villa Blanc – Rome

Via Nomentana, 216 00162 Roma

Villa Blanc is an architectural jewel of the 19th century, restored in 2017. The campus will ensure students a unique learning experience thanks to the digital technologies offered combined with the prestigious historical setting. The location is formed by a main villa, six smaller villas and conservatories with typical Mediterranean plants set in a vast park.



Milano Luiss Hub for makers and students – Milan

Via Massimo Azeglio, 3 20154 Milano

The Milano Luiss Hub is a multifunctional space in the heart of the innovation district in Milan, between Garibaldi train station and Piazza Gae Aulenti. The hub is a digital manufacturing laboratory that hosts advanced management training, emerging start ups and public events in perfect synergy.



Luiss Business School Amsterdam Hub – Amsterdam

Nieuwe Herengracht 103 1011 RZ Amsterdam

The building, located in the center of Amsterdam, dates to 1700 and hosted a monastery for over 60 years. Today, the facility has been completely renovated with a high quality finish and a modern look. Amsterdam is Luiss international attraction point for sectors that represent Made in Italy abroad: fashion and luxury, creative industry and family business.

Educational Portfolio

Details on programmes open to exchange students are available here: [LINK](#). Otherwise, for a full list of available programmes please contact the International Development at incoming.bs@luiss.it

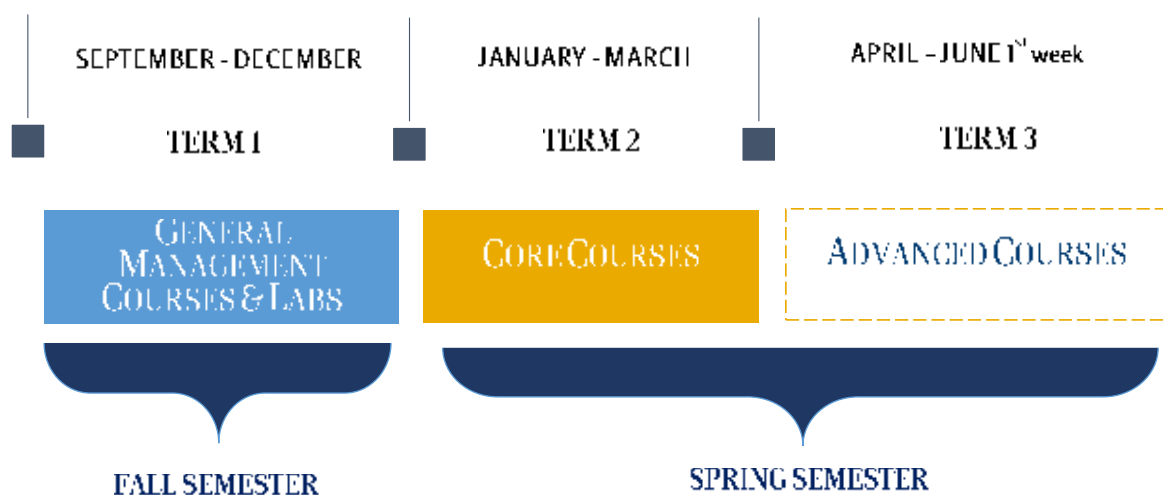
1 ECTS is equal to 7 class hours or 25 hours of total workload (class hours + individual study).

Students can participate in the exchange programme on a single term or on the whole semester. Online participation is available.

One-year Master Programmes

Full time Degree Programmes designed for postgraduate students from all academic backgrounds and without previous work experience. These programmes offer high quality business management education blended with specific industry areas and functions.

Please note that despite the same division into terms, Masters in Amsterdam have a different structure. Please contact incoming.bs@luiss.it for confirmation.



Term 1

Term 1 lasts three months and offers General Management courses and Online Laboratories. Majors and Minors from the same Master share the same General Management curriculum, except for a few classes related to the specific Major/Minor.

In case some exams/classes of Term 1 are scheduled in January, exchange students will be allowed to attend them remotely.

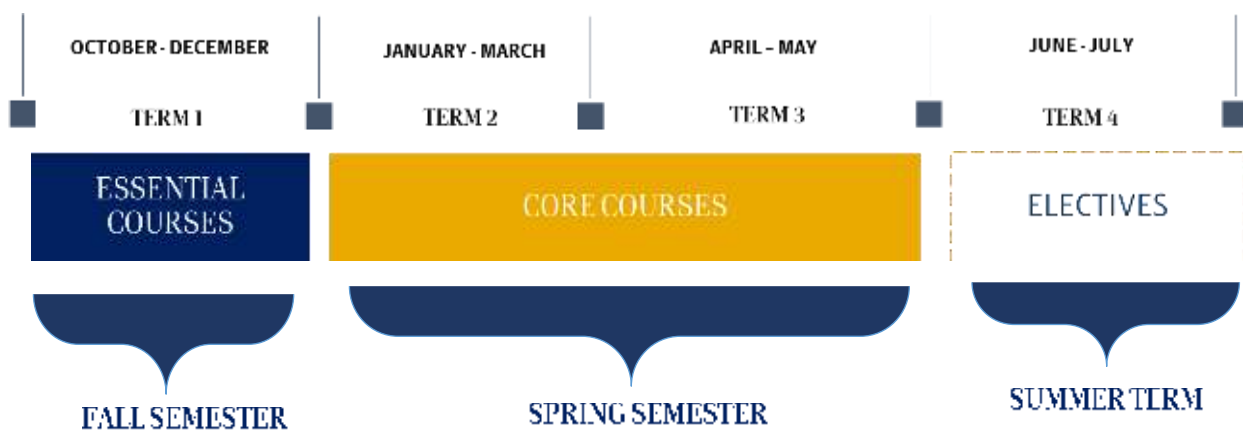
Please note that courses in Term 1 do not reach 30 ECTS overall. We recommend the participation of students who need up to 25 - 27 ECTS. Any exceptions will be considered case by case.

Executive Master Programmes

The Executive Programme is designed for entry, middle and senior level management professionals seeking to maximise their business impact. It is aimed at those who wish to consolidate strengths and/or acquire new skills and tools to speed up their career. Programmes are delivered on a weekend basis and at least 2 years of professional experience are required.

MBA Programme

A Master in Business Administration represents excellence in Managerial education for professionals, middle and senior managers and entrepreneurs. A minimum of 3 years of professional experience is required. Exceptions might be considered case by case.



MBA Summer term (June – July), Electives

Summer term lasts two months. It offers Functional Tracks and Industry specializations.

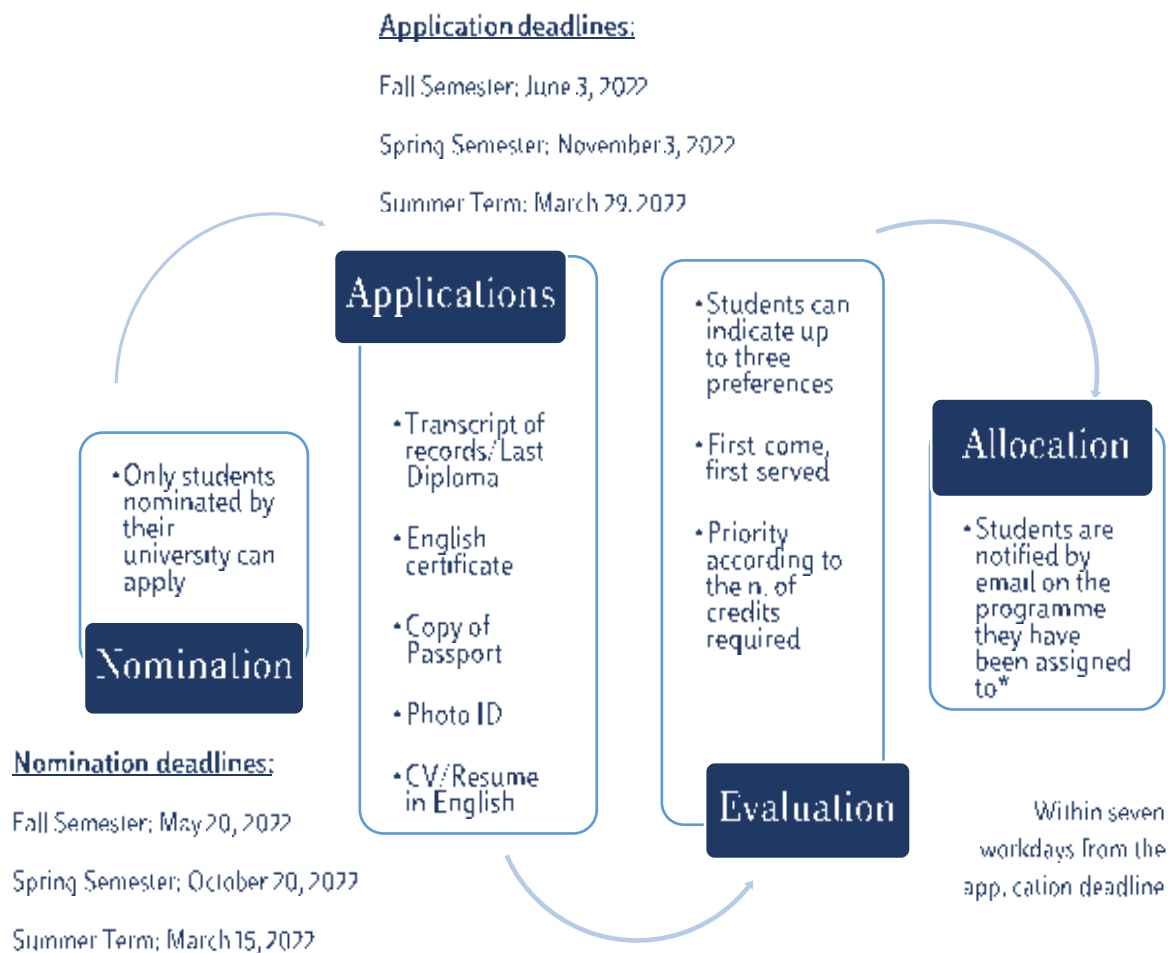
Functional tracks	Industry specializations
Functional tracks are taught mostly by professionals and top managers. Each track is composed of 3 courses.	Industry specialization is totally taught by managers, professionals and company partners. Each course is composed of 4/5 lessons.

Students can choose as many tracks as they wish and only one industry focus. Only the tracks and industries selected by a certain number of students will be activated. Normal workload is one track and one industry. Tracks and industry specializations don't overlap.

Exams: 30% group case discussion in class, 40% group home assignments, 30% individual written test.

Examples of company visits: Enel plant, Bristol Myers Squibb, Fendi, Algida, Indus, Fiat.

Enrollment Procedure



*Students who cannot be assigned to any of their preferences will be offered available slots in other programmes.

Choice of Courses

Exchange students can only choose courses from the Master Programme they have been assigned to. Exceptions might be considered case by case.

Students who do not require a Learning Agreement will be asked to fill a Luiss Business School's Learning Agreement on the choice of courses. Learning Agreements can be modified within the first 15 days of classes. Please note that syllabi will be available few days before the start of classes.

Luiss Business School has no requirements on the n. of courses to be taken by exchange students. However, a minimum of three courses is strongly recommended to fully profit from the experience.

Italian Language Course

Luis University offers to all its international students a free Italian language course, organized by our Language Center. The course might be a useful tool to learn some basics in Italian or, for those who already have some knowledge, improve and reach a higher level.

The course will take place on Saturday mornings online. It does not validate credits.

Luiss Digital Learning System

Luiss Account

After enrolment, students receive credentials and instructions to create their Luiss email account. Once activated, Luiss will communicate exclusively through the institutional email address `name.surname@studenti.luiss.it`. We recommend activating your account as soon as possible and monitoring it regularly.

Your Luiss account will allow you to access the following services:

- LuissWPA Wi-Fi network;
- Eduroam Wi-Fi federation;
- Office365 Cloud services, including Outlook, OneDrive and Skype for Business;
- Luiss Learn, University e-learning platform;
- Web Self Service, student online area;
- WebEx Teams, used for online exams;
- Luiss app, that keeps your university data and badge in one handy place;
- Windows computers in the computerized classrooms on Luiss campuses;
- Remote access to the Luiss Library.

Luiss Learn Platform

Luiss Learn (<http://learn.luiss.it>) is the primary source of communication from coordinators and professors. Coordinators share through the Platform:

- Academic calendar
- Course syllabi
- Class materials
- Online testing
- Grades
- Events
- Links for online classes of the day
- Professors' Resume

Exchange students are added to their Master upon notification of their first access to the platform.

Grading system and Exams

Grading system

Individual courses are graded on a scale of 18-30. The following table may help to illustrate the Italian grading system with reference to US system. The minimum passing grade is 18. Grades below 18 are failing and not registered.

Luiss	Letter Grade	Grade Point Value	Description
30 e lode	A+	4.3	Excellent
30	A	4.0	Excellent
29	A-	3.7	Excellent
28	B+	3.3	Good
27	B	3.0	Good
26	B-	2.7	Good
25	C-	2.3	Satisfactory
24	C	2.0	Satisfactory
23	C-	1.7	Satisfactory
22	D-	1.3	Marginal
21	D	1.0	Marginal
20-18	D-	0.7	Marginal
< 18	F	0.0	Fail

Final Exams

Final exams are included in the term and held at the end of the course they refer to.

Students who are required to leave before the exam session will be asked to sit for online exams.

Students have the possibility to sit a maximum of three times for the same exam, but only under the following conditions:

- regular session max achievable grade 30/30,
- first make up test max achievable grade 27/30,
- second make up test max achievable grade 24/30.

Students not obtaining a mark of at least 18/30 by their third attempt will be excluded from the course.

Attendance and Punctuality:

Attendance is compulsory and students are required to arrive on time. In exceptional cases, students can arrive within 15 minutes of the start time shown on the timetable. Students who arrive after that time must wait to come in until the first break. Students will be considered absent for the first half of the lesson (1,5 hour of absence).

Students who attend less than 80% of the total amount of hours of a single course – including both unjustified absences (each 3,5/4 hours) and late arrivals (each 1,5 hours) – will not be allowed to sit for the final exam.

Accommodation for Exchange Students

(Only available in Rome)

Accommodation and Campus Services

The main campus, LUISS Guido Carli University makes available residences for exchange and international students.

Spaces are limited and assigned on a first come, first served basis.

Reservation is only confirmed upon the payment of one month's rent as a security deposit. In case of cancellation after the payment of the security deposit, no reimbursement is available.

In case of breaching the contract after the arrival and before the end of the stay, besides losing the security deposit, the student must pay also 20% of the remaining instalments.

Full details:

- ✓ [University Residences](#)
- ✓ [Private Residences](#)

Contacts

Viale Romania, 37
Rome
Villa Heriz - Groundfloor
+39 06 85725971
residenze-co.egj@luiss.it

CasaLuiss

Luiss University works with an exclusive real estate agency to offer students private housing options.

CasaLuiss has a database of private apartments that meet the University's quality standards. Qualified staff helps students in finding rooms and apartments that match their needs. The service is free to all Luiss students.

List of available accommodations: [Private Rooms and Apartments](#)

Contacts

Viale Gorizia, 17
Rome
+39 06 85725755
casaluiss@luiss.it

Luiss Business School Covid-19 Help Desk

Email: helpdeskcovid@luiss.it

Phone: +39 06 85225999;

Mon-Sun from 9.00 AM to 07.00 PM

Covid-19 Response plan

Please note that national regulations on Covid-19 safety measures might be subject to changes during time. In case of doubts, check with the Covid-19 Help Desk.

Luiss Business School planned the academic year with a mix of face to face and online lectures with the option of switching entirely to online lectures, if necessary.

Access to the campus

Access to campuses is subject to body temperature and green pass/vaccination certificate checks. The scan of the QR Code on the Luiss App is mandatory for entrance and exit.

Anyone with a temperature equal to or higher than 37.5° will be denied access. The same applies to those who cannot show a valid green pass or vaccination certificate.

Only the following vaccines approved by the EMA are valid in Italy and allow the access on campus:

- Comirnaty (Pfizer-BioNtech)
- Spikevax (previously COVID 19 Vaccine Moderna)
- Vaxzevria (previously COVID 19 Vaccine AstraZeneca)
- COVID 19 Vaccine Janssen (Johnson & Johnson)
- Covishield (Serum Institute of India)
- R CoVI (R-Pharm)
- Covid 19 vaccine recombinant (Fiocruz)

Students who did not complete their vaccination or received a vaccine that is not included in this list, must take an antigenic swab test to have access to Luiss Business School facilities or attend online classes.

Online classes are available. Online students who wish to attend a class physically must give their Master Programme coordinator a **10-day notice** from the date of the lecture they want to attend. The time is needed to ensure a safe access to the campus and organization of lectures.

Inside the campus

Students must wear FFP2 masks in all enclosed areas of the campus. Automatic hand sanitizer gel distributors are available in all common areas on campus.

Safety protocols

A student with fever or other symptoms relatable to Covid 19 must, as a precaution, notify his coordinator, leave the campus, and go home immediately. In case of need, Emergency can be called by Luiss staff. In the case of compulsory self isolation or quarantine, the student may, with a doctor's note or self declaration form, follow the lessons entirely online until allowed to return to campus.

Immigration to Italy



Luiss contacts:

visaluisssbs@luiss.it

EU Students

- No Visa Obligations

Non-EU Students

- Short-term Visa (upto 90 days)
- Long-Term Visa (more than 90 days)

Covid-19 Entry requirements

We strongly recommend to consider and check the travel and entry requirements for Italy in view of COVID-19 with the respective Italian authorities in your country.

Some preliminary information is available here: [Covid-19, travellers](#)

Enquiries regarding visa request and stay requirements for exchange students in Italy **must** be referred to the competent Italian Embassy/Consulate in your city or country. **This section is only intended for preliminary information.**

Official websites:

[Visa for Italy](#)

[Italia – Plan your trip](#)

Upon arrival (more than 90 days)

EU Students

- Residence registration at the Municipality

Non-EU Students

- Request of a residence permit 8 workdays from your arrival
 - ↳ Residence registration at the Municipality

Full details: [Visa and residency rules in Italy for exchange students](#)

Italian Tax Number

Both EU and non EU students should consider requesting an Official Italian Tax Number, independently from the length of their stay. The request must be forwarded through the Italian Embassy and it is free of charge.

The Italian Tax Number allows foreigners to:

- Register in the Italian Public Health Service
- Sign a rental agreement
- Open a bank account
- Be employed

More details available at: [Tax identification number for foreign citizens](#)

Immigration to The Netherlands



Luiss contacts:

visaluisssbs@luiss.it

EU Students

- No Visa Obligations

Non-EU Students

- Short-stay Visa (up to 90 days)
- Long-stay Visa (more than 90 days)

Covid-19 Entry requirements

We strongly recommend to consider and check the travel and entry requirements for the Netherlands in view of COVID-19 with the respective Dutch authorities in your country.

Some preliminary information is available here: [Coronavirus COVID-19](#)

Enquiries regarding visa request and stay requirements for exchange students in the Netherlands **must** be referred to the competent Dutch Embassy/Consulate in your city or country. **This section is only intended for preliminary information.**

Official websites:

[Immigration to the Netherlands](#)

[Immigration and Naturalisation Service](#)

Upon arrival (more than four months)

EU Students

- Residence registration at the Municipality

Non-EU Students

- Request of authorization for temporary stay ([MMV](#)) and [Residence permit](#)

Contacts

International Development

Villa Blanc, Villa C, ground floor.

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