LUISS Guido Carli University

Student Exchange Programs

Academic Year 2018-2019

Useful Information for Erasmus and Exchange Students
It is our pleasure to welcome you to our university and country and we hope you will enjoy your studies at LUISS Guido Carli University.

This guide is addressed to all Erasmus and Exchange students who are going to study at LUISS Guido Carli under the Erasmus program or a Bilateral Exchange Agreement program. In the following pages you will find a general description of LUISS and practical information. In this guide you should find the answers to many of the ques-
tions you may have. More information can be found on the LUISS website, which is updated continuously. Detailed information about courses and study programs is available in the website and in the ECTS brochures in English.

We look forward to meeting you in the near future.

The Student Exchange Office
LUISS Guido Carli University
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THE UNIVERSITY

Founded in 1974 by a consortium of private and public companies, LUISS – Libera Università Internazionale degli Studi Sociali – Guido Carli is a small independent University with high academic ranking. It has a policy of selective admission and quality control of its academic standards and emphasizes the international dimension of its programs. It is located in one of the city’s most beautiful areas: Parioli. The University is affiliated with Confindustria (the confederation of Italian Industry) and is a leader in Italy in the fields of economics, law and social sciences. The University’s mission is specifically tailored to its students: to educate and train an internationally oriented managerial class with a business ethos for enterprises, government, the professions and research.

Today, LUISS offers an advanced educational model, strongly oriented towards the needs of the global market and new professions, with a singular vocation to select the best. The objective of the LUISS model is not only to transmit knowledge, but above all, to teach flexibility.
STRENGTHS

- Set number of students for all departments
- Rigorous entrance exam
- Compulsory full time attendance
- Organization of courses into semesters
- Top-class professors and lecturers
- Intensive study of foreign languages and computer training
- Large specialized library
- Extensive network of international student exchanges
- Orientation for high school students
- Assistance from qualified tutors
- Seminars and debates on important issues to complement lectures

KEY FIGURES

- 8664 students enrolled
- 4 departments
- 1:7 Teacher/student ratio
- 32 Double Degrees and structured partnerships
- 720 outgoing exchange students
- 580 incoming exchange students
- 190 international cooperation agreements in 42 countries
The University has four departments that grant undergraduate, graduate and postgraduate degrees. LUISS Guido Carli’s Schools offer professional training and lifelong learning, and doctoral programs are offered by all the departments.

The departments of Economics and Finance, Business and Management and Political science are organized in three-year Bachelor’s Degree Programmes (180 ECTS credits) and two-year Master’s Degree Programmes (120 ECTS credits). The Law department offers a five-year single cycle Master degree (300 ECTS credits).

DEPARTMENT OF LAW

Five year Master’s Degree Programme in LAW
- Civil Law (ITA)
- Law with Economics (ITA)
- Company and Tax Law (ITA)
- Criminal Law (ITA)
- Administrative Law (ITA)
- International Law (ITA)
- Labour and Social Security Law (ITA)
- EU Law and Regulation (ENGLISH)

The Department of Law offers a few courses in English each year.

DEPARTMENT OF BUSINESS AND MANAGEMENT

Bachelor’s Degree in ECONOMICS AND MANAGEMENT (ITA)
Bachelor’s Degree in MANAGEMENT AND COMPUTER SCIENCE (ENGLISH)
Master’s Degree in BUSINESS MANAGEMENT
- Entrepreneurship and Innovation (ITA)
- Organization and Human Resource Management (ITA)
- Strategic Management (ITA)
Master’s Degree in ACCOUNTING, CONTROL AND FINANCE (ITA)
Master’s Degree in CORPORATE FINANCE (ENGLISH) (organized in cooperation with the Department of Economics and Finance)
Master’s Degree in MANAGEMENT
- Innovation and Entrepreneurship (ENGLISH)
- International Management (ENGLISH)
- Luxury, Fashion and Made in Italy (ENGLISH)
Master’s Degree in MARKETING:
- Marketing Analytics & Metrics (ITA/ENGLISH)
- Market Relationships & Customer Engagement (ITA/ENGLISH)

DEPARTMENT OF ECONOMICS AND FINANCE

Bachelor’s Degree in ECONOMICS AND BUSINESS
- Management (ENGLISH)
- Economics (ENGLISH)
- Finance (ENGLISH)
Master’s Degree in ECONOMICS AND FINANCE
- Banks and Financial Intermediaries (ITA)
- Economics (ENGLISH)
- Finance (ENGLISH)

DEPARTMENT OF POLITICAL SCIENCE

Bachelor’s Degree in POLITICAL SCIENCE
- Politics, Philosophy and Economics (ENGLISH)
- Political Science (ITA)
Master’s Degree in INTERNATIONAL RELATIONS
- International Relations (ITA)
- European Studies (ENGLISH)
- Global Studies (ENGLISH)
Master’s Degree in GOVERNMENT AND POLITICS
- Communication and New Media (ITA)
- Institutions and Politics (ITA)
- Public Politics (ITA)
- Public Policies (ENGLISH)
# ACADEMIC CALENDAR

## First Semester - Fall

- **Mandatory Arrival Date:**
  - For all incoming exchange students

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>6</td>
<td>2018</td>
<td>Student Exchange Office (viale Romania 32 Campus)</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>From 5 to 10 November</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>2</td>
<td>2018</td>
<td>(12 weeks of classes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FROM 3 DECEMBER TO 19 DECEMBER 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>One examination date for all first semester courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FROM 7 JANUARY TO 9 FEBRUARY 2019</td>
</tr>
</tbody>
</table>

- **Christmas Holidays** from 20 December to 6 January 2019

## Second Semester - Spring

- **Mandatory Arrival Date:**
  - For all incoming exchange students

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEBRUARY</td>
<td>7</td>
<td>2019</td>
<td>Student Exchange Office (viale Romania 32 Campus)</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>From 1 to 6 April</td>
</tr>
<tr>
<td>MAY</td>
<td>11</td>
<td>2019</td>
<td>(13 weeks of classes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FROM 13 MAY TO 3 JULY 2019</td>
</tr>
</tbody>
</table>

- **Easter Holidays** from 18 to 23 April 2019

Please note that the examination period in September is not open to Erasmus/Exchange students.
Individual courses are graded on a scale of 18/30. Exceptional 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.

### Distribution of Bachelor level grades

<table>
<thead>
<tr>
<th>LUISS Grades</th>
<th>Distribution</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 e lode</td>
<td>5.35%</td>
<td>Excellent</td>
</tr>
<tr>
<td>30</td>
<td>14.43%</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>6.29%</td>
<td>Good</td>
</tr>
<tr>
<td>28</td>
<td>12.50%</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>12.02%</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>9.54%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>25</td>
<td>8.45%</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>7.97%</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>4.92%</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>4.00%</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>3.26%</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>5.62%</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>2.26%</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>5.19%</td>
<td></td>
</tr>
<tr>
<td>&lt; 18</td>
<td>/</td>
<td>Fail</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

### Distribution of Master level grades

<table>
<thead>
<tr>
<th>LUISS Grades</th>
<th>Distribution</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 e lode</td>
<td>7.37%</td>
<td>Excellent</td>
</tr>
<tr>
<td>30</td>
<td>12.97%</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>10.01%</td>
<td>Good</td>
</tr>
<tr>
<td>28</td>
<td>10.53%</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>8.83%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>26</td>
<td>9.09%</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>7.65%</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>7.57%</td>
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</tr>
<tr>
<td>23</td>
<td>5.17%</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>4.40%</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>3.69%</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>5.78%</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>2.62%</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>0.14%</td>
<td></td>
</tr>
<tr>
<td>&lt; 18</td>
<td>/</td>
<td>Fail</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
**LUISS CAMPUSES**

**VIALE ROMANIA 32**
Office of the General Manager  
Office of the Rector  
Department of Economics and Finance  
Department of Business and Management  
Department of Political Science  
Biography of the Student  
University Language Center  
ERS and Students' Development  
Student Exchange Office  
Orientation and Entrepreneurship  
Radio LUISS  
Research, Teaching and Employability  
Student Office  
Summer School  
International Development  
Research and PhD Programs  
Shop

**VIA TOMMASO SALVINI 2**
LUISS Sport  
Career Services  
Digital Communication and New Media  
IT Development  
LUISS Cast

**VIA DI VILLA EMILANI 14**
School of Government  
School of European Political Economy

**VIALE GORIZIA 17**
Alumni  
Compliance, Internal Audit and Risk Management  
Network Development and Financial Aid

**VIALE POLA 12**
Office of the General Manager  
Office of the President  
Office of the Rector  
Department of Law  
Massimo Baldini School of Journalism  
Finance and Network Development  
General Counsel, Industrial Relations and IT  
Governance, Risk Management and Studies Office  
LUISS University Press  
External Relations and Events  
Human Resources  
Press and Public Relations

**VIA PARENZIO 11**
Department of Law

**VILLA BLANC - VIA NOMENTANA 216**
LUISS Business School

**VIA DI SANTA COSTANZA 53**
Library and Cultural Activities

**VIA MARSALA 29H**
LUISS ENLABS

**VIA MASSIMO D’AZEGLIO 3**  
20154 MILANO  
Milano LUISS Hub for makers and students
STUDENT SERVICES AND FACILITIES

Studying at LUISS Guido Carli means becoming part of a dynamic and international community that shares academic endeavors, enthusiasm and experience. Students take on an active role in their education and can count on a close relationship with faculty members.

Student facilities include:

- Orientation services and tutoring
- A specialized library that may also be accessed online through the University’s web site
- Two University canteens
- Free medical service and emergency medical assistance
- Computer rooms equipped with internet access and email for all students
- Interactive multimedia services
- Access to the wireless network
- Cultural activities such as: conferences, cinema, theatre, literature and music
- Italian language courses
- A sports club
- A University radio and web TV
- A shuttle bus

The Student Office

The Student Office supports and supplies students with all the information they need for their academic life. The Office takes care of the following: enrollment; admission to degree courses; payment of fees; scholarships / financial aid; sitting examinations; choosing a study plan; degree examination; changing degree course or department and transferring from another university.

The Library

The library is specialized in social sciences, particularly in law, economics and political science. It holds about 120,000 books, over 2,000 paper journals (1,100 of which are current issues), 75 databases, and it provides access to over 30,000 e-journals. In 1999-2000, the library received two valuable donations, from Ungari with approximately 10,000 volumes specialized in human rights, and from Fondo Puija, specialized in criminal law.

The Career Services Office

The Career Services Office offers an orientation and a professional training service for all LUISS final year students and recent graduates. It provides help and support in approaching the job market. The Career Services Office organizes internships and apprenticeships, offers professional orientation services, counseling, assessment days, seminars on CVs, job and career days and gives employers assistance in searching and selecting CVs.

Cultural Activities

LUISS Guido Carli organizes photography and writing contests, theater labs and other cultural activities in which LUISS students can take part. The University also has agreements with a number of theaters in Rome, offering students cut price tickets or discount season tickets.
LUISS LANGUAGE CAFÉ

The LUISS Language Café is a multilingual centre for creativity and cultural exchange and will serve as a hub of activity for sharing knowledge, skills and initiatives that will involve everyone throughout the university. In the open lounge of the café, as well as enjoying the free tea and coffee, students can browse through a wide range of prominent international newspapers and magazines, but also ask for a reservation of the theatre or one of the 3 production rooms.

LUISS LOFT

The LUISS LOFT is a hub for students, staff, professors and PhD candidates to explore and stimulate their creativity while delving into tech culture, creativity, design and digital production. The LOFT’s calendar of events ranges from the Internet of Things, design and coding to songwriting and digital skills to open new horizons and contribute to innovative living on campus.
**SPORTS**

The goal of LUISS Sports is to make students participate and feel part of a community through sports. You can practice all kinds of sports at LUISS, such as basketball, soccer, volleyball, rugby and athletics. Sports activities take place at the University sports center PALALUISS, at the Acqua Acetosa field, and the CUS field.

**SHUTTLE BUS**

A free shuttle bus links the Social Science campus to the Law campus.

**THE UNIVERSITY RADIO AND WEBTV**

The University web radio, set up in 2006, is run entirely by students. It offers entertainment, good music, cultural programs, news, interviews and much more. All students are welcome to take part in the radio’s activities and some programs are also held by Erasmus incoming students. In September 2008 LUISS launched its WebTV.

**UNIVERSITY CANTEEN**

There are two canteens at LUISS Guido Carli and they offer meals on weekdays and lunch on Saturdays. They are located at the two campuses: Viale Pola 12 and Viale Romania 32.
The Student Exchange Office promotes student exchanges within the Erasmus+ Program as well as through Bilateral Agreements with non-European partner universities.

The office is responsible for all aspects of student mobility in all departments. It also deals with orientation and registration of incoming students within exchange programs.

All procedures are based on the ECTS system (European Community Course Credit Transfer System).

The Student Exchange Office is located in Viale Romania 32 - 00197 Roma. Except for urgent matters, incoming students should contact the staff of the office as follows:

Monday to Friday: from 10 a.m. to 12 p.m. - Tuesdays and Thursdays from 3 p.m. to 4 p.m.

### Contact Information

**Annamaria A. Ricciardi**  
Head of Student Exchange Office  
@ aricciar@luiss.it

**Michele Sorrentino**  
@ msorrentino@luiss.it

**Roberta Limone**  
@ rlimone@luiss.it

**Simone Paratore**  
@ sparatore@luiss.it

**Anna Liguori**  
@ aliguori@luiss.it

**Stefania Ruccia**  
@ relint@luiss.it
WHY LUISS?

⇒ Because it is a small independent university with about 7500 students.
⇒ Because admission is merit-based.
⇒ Because there is a limited number of students per class, to ensure favourable learning conditions.
⇒ For the excellent reputation and high quality education.
⇒ Because exchange students will be given access to all courses at Bachelor and Master level from any department.
⇒ Because accommodation is guaranteed to all students who apply by our deadline.
⇒ To enrich your CV from an international point of view and to gain new academic perspectives.
⇒ Because LUISS has a strong sense of community and offers various activities: sports, university radio, web TV, drama courses, and much more!
⇒ To exchange ideas with students from many different countries and cultures and to live in a multicultural atmosphere.
⇒ Because of the very good facilities offered to students.
⇒ For your personal and intellectual growth.
⇒ To increase your awareness of diversity and to understand how flexible you are.
⇒ Because study programs are organized in specific professional areas.
⇒ Because professors and lecturers are selected from the academic world, the professions, the State and private management.
⇒ For the extensive network of international partners.
⇒ Because LUISS is located in the heart of Rome.
WHO CAN APPLY?

If your university has a bilateral agreement with LUISS Guido Carli (under the Erasmus+ Program 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 at your home university.

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

You can enroll in individual courses (corsi singoli). In this case, you have to pay a fee of €1,300 for each course. In order to enroll, please read the information available on the website and contact the Student Office/Segreteria Studenti: segreteria@luiss.it or segreteriamagistrali@luiss.it.

You can also enroll for a full degree program. To enroll, please read the information available on the website and contact the Student Office/Segreteria Studenti: segreteria@luiss.it or segreteriamagistrali@luiss.it.

THINGS YOU SHOULD KNOW

By the end of January of every academic year, we send all our partners updated materials, application procedures and documents for exchange students. You should ask the coordinator of your university for the following information and LUISS application documents:

- The registration and application steps for exchange students 2018-2019
- The 2018-2019 academic calendar.
- The 2018-2019 fact sheets.
- Information on how to get accommodation at LUISS and the application form for housing.

Read the instructions carefully before you apply.

Search our website from time to time: pages are updated when new information is available. Check the webpages of LUISS Professors (under Search for courses) for detailed information about courses.

LUISS offers extensive Italian language courses in both semesters to exchange students. The courses are at three levels (beginner, intermediate and advanced) and they are free of charge.

At LUISS the language of instruction are Italian and English. Information about the degree programs taught entirely in English can be found on our website.

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 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:**

Bachelor Level
A minimum of B1 according to the CEFR or equivalent.

Master Level
A minimum of B2 according to the CEFR or equivalent.

Italian language proficiency can be certified by the home university.

**FOR ENGLISH:**

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 must be valid, they expire after two years.

**STEPS TO APPLY**

⇒ **First step: NOMINATION**

If you have been selected to study at LUISS as an exchange student, first of all you must be nominated by your home university. *(Nomination deadline: 14 May for both I and II semester)*

⇒ **Second step: REGISTRATION**

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. *(Registration deadline: 31 May)*

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 the 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: 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 to 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). Please make sure to read the booking conditions for accommodation carefully, follow the instructions and meet the deadlines.

* 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.
Acceptance letters

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.

Application deadline for II semester

Please note that LUISS does not accept a second round of selected students for the II (Spring) semester, after the summer.

Very few exceptions can be made and they have been agreed on with the partners involved.

ESN Roma LUISS

This is a recently established section of one of the biggest interdisciplinary student associations in Europe: the Erasmus Student Network (ESN). The volunteers who created and are running this section are proudly committed to the social and practical integration of international students coming to LUISS University and are actively working under the ESN mission’s principle “students helping students”.

The goal of the association is to make each exchange student’s time in Rome and at LUISS University unforgettable by supporting diversity, promoting an international outlook and involving the students in many activities. ESN also provides relevant information and encourages the future exchange students to gain international experience and insight into different cultures.

CONTACTS

Via di Trasone, 56
c/o Collegio Universitario Don Nicola Mazza
Email: info@esnromaluiss.it
VISIT AND PERMIT OF STAY FOR NON-SCHENGEN CITIZENS:

**Non-EU citizens** should go to the Italian diplomatic offices (embassy or consulate) and apply for a Study Visa as soon as they receive their letter of admission from LUISS Guido Carli University.

There is a list of Italian embassies and consulates on the Ministry of Foreign Affairs website: http://www.esteri.it/MAE/EN/Ministero/LaReteDiplomatica/Ambasciate/default.htm

Within 8 days from arrival, students must apply for a permit of stay. In order to do so, they must bring:

- The acceptance letter
- A declaration of sufficient means of support
- An original bank statement
- Private health insurance valid in Italy (Please note that private insurance from home countries is not accepted at the Questura, unless an official document from the Italian embassy or consulate for the home country states the insurance’s validity)

Detailed information on how to apply for a permit of stay will be given upon your arrival.

INSURANCE

All exchange students are required to have an insurance policy (translated in Italian) covering medical care and third party liability, valid on the national territory for a year or for the period of stay in Italy. For students from countries that 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.
PUBLIC TRANSPORTATION

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 centre of the city and the suburbs. They operate from 5:30 a.m. to 12:00 p.m. Night bus service is available from midnight to 5:30 a.m. Night busses are recognized by the number followed by the letter N (notturno).

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

- Metro line A runs from Battistini Station, situated northwest of the city, to Anagnina Station in the southwest. Trains circulate from 5:30 a.m. to 11:30 p.m. (until 1:30 a.m. on Fridays and Saturdays).
- Metro line B runs from Rebibbia station, situated northeast of the city, to Laurentina Station to the south. Trains circulate from 5:30 a.m. to 11:30 p.m. (until 1:30 a.m. on Fridays and Saturdays).
- Metro line C runs from Parco di Centocelle station to Monte Compatri - Pantano Station to the south. Trains circulate from 5:30 a.m. to 23:30 p.m.

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 a.m. to 11:37 p.m.) 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 06.57003 or check the website www.atac.roma.it. Information can also be found in Tuttocittà, a street map which is issued annually along with Rome telephone directories. You can also ask at any tourist information stand for a free map of the transportation network.

TAXIS

Taxis in Rome are quite expensive; charges vary by distance, time of day and extra charges (supplementi). A taxi is, however, the easiest form of transportation for students arriving in Rome at Fiumicino International Airport (average fare about €50).

To order a taxi call +3906-3570; +3906-3970; +3906-5870; +3906-4994.
On January 1st, 2002 the Euro was introduced as legal currency in Italy, substituting the Italian "Lira".

Banks are usually open from Monday to Friday from 8.30 a.m. to 1.00 p.m. and from 2.45 p.m. to 3.45 p.m. If you wish to open a bank account in Italy you will first have to obtain your Codice Fiscale (TAXPAYER’S CODE NUMBER).

Credit cards are widely accepted in restaurants, hotels, railway stations and shops.

We recommend that students bring along a sufficient amount of Euros or travelers checks to cover immediate necessities (keep in mind that there are considerable delays involved in transferring money to Italy from abroad!).

**Libraries**

A large number of libraries are located in Rome. The most important libraries are:

- **LUIS University Library**, Via di Santa Costanza 54, 00198. It holds a collection of 100,000 books, including a collection of 1,500 current and past newspapers and magazines. The collection concentrates on economics, law and politics.
  Opening hours: Monday to Friday 8:30 a.m. to 9 p.m.; Saturday 8:30 a.m. to 13:45 p.m.

- **The Central National Library of Rome (Biblioteca Nazionale Centrale di Roma)**, Viale Castro Pretorio 105, 00185, tel. +39-06-49891; fax +39-06-4457635, website: http://www.bncrm.librari.beniculturali.it, email: bncrm@cospunt.it

- **Biblioteca Universitaria Alessandrina**, Piazzale Aldo Moro 5, 00185, tel.+39-06-4474021, e-mail: alessandrina@librari.beniculturali.it.

**Accommodation**

The Student Exchange Office does not take direct responsibility for providing accommodation. A private organization takes care of it on the basis of the web application forms received (by the Student Exchange Office of LUISS Guido Carli) by May 31.

Most Erasmus students live in private apartments with Italian or international roommates in the neighborhoods near the University. The average cost is between €350/400 for a place in a double room and €450/600 for a single room per month plus utilities (telephone, electricity, heating, gas). Ask your coordinator for a copy of the accommodation documents. Please read the booking conditions carefully, follow the instructions and complete the application form.

Students that wish to take care of housing themselves are advised to come to Rome at least one week before the arrival date.
**Emergency Numbers**

In case of emergency call 112 (Carabinieri), 113 (Police), 115 (Fire Brigade), 116 (ACI Road Assistance), 118 (Ambulance). These calls are free. Other emergency numbers can be found in the opening pages of the yellow pages (Pages Gialle).

**Electricity**

Electric current in Italy is 220 volts. You might need an adaptor and/or a converter.

**Embassies and Consulates**

Most embassies are located in Rome. There are consulates in the smaller cities. Check your Ministry of Foreign Affairs for their diplomatic missions in Italy.

**Post offices**

Post offices (Poste Italiane, www.poste.it) are open Monday to Friday from 8.30 a.m. to 13.30 p.m. and Saturday from 8.30 a.m. to noon. Some offices in the center have longer opening hours; closing time is between 6 p.m. and 7 p.m. Stamps can also be bought at the tabacchis.

**Climate and clothing**

Italy extends 1,200 km from north to south, so the climate varies considerably, with winter temperatures of -5°C and below (23°F) in the north, and summer temperatures of 40°C (105°F) in the south. Rome, located at the center of the peninsula, has a mild climate, with temperatures rarely reaching the extremes indicated above. Consequently, light or medium-weight clothing is recommended. It is advisable, however, to bring a raincoat, and an overcoat or heavy jacket for the winter which can get cold.

**Holidays**

| January 1 | New Year's Day |
| January 6 | Epiphany |
| April 21 | Easter Sunday (2019) |
| April 22 | Easter Monday (2019) |
| April 25 | Liberation Day |
| May 1 | Labor Day |
| June 2 | Republic Day |
| June 29 | St. Peter and Paul |
| August 15 | Assumption Day |
| November 1 | All Saints |
| December 8 | Immaculate Conception |
| December 25 | Christmas Day |
| December 26 | St. Stephen's Day |
TOURISM

The city of Rome offers a wide range of interesting possibilities, thanks to its unique richness of history, culture and art. Visitors will have the amazing opportunity to travel through history while walking on its streets: daily life doesn’t 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 centre and in the main transport terminals.

If you have an ISIC (International Student Identification Card) you can also find information or book cheap travel plans at CTS - Centro Turistico Giovanile, located in various parts of the city and at LUISS. For info: www.cts.it.

INFORMATION ABOUT ROME

Good sources of information about streets, monuments, museums, places of entertainment, commercial activity, and shopping are Tuttocittà and Pagine Gialle. Both are issued along with telephone directories, so you might find one in your apartment.

It is advisable to buy a good map of the city. Another good source of information about what is going on in Rome is Trovaroma, a weekly publication which is given out with the Thursday edition of the newspaper La Repubblica. Many other newspapers offer similar publications (Corriere della Sera, Roma C’è).

USEFUL LINKS

Italy
www.italia.it/en/home.html
www.study-in-italy.it

Ministry of Foreign Affairs
www.esteri.it/MAE/EN

Rome
www.turismoroma.it/

Public transportation and maps
www.atac.roma.it
www.trenitalia.it
www.tuttocitta.it
STUDENT EXCHANGE PARTNERS 2018-2019

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Beijing Normal University
The University of Hong Kong
The University of Nottingham Ningbo

COLOMBIA
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CROATIA
University of Zagreb

CZECH REPUBLIC
Masaryk University
University of Economics Prague

DENMARK
AARHUS Business School
AARHUS Universitet
COPENHAGEN Business School
University of COPENHAGEN

ESTONIA
TALLINN University of Technology
Estonian Business School

FINLAND
University of JYVÄSKYLÄ
University of HELSINKI
AALTO University
Hanken School of Economics
University of TAMPERE

FRANCE
ESSEC
IEP AIX-EN-PROVENCE
EDHEC Business School
Université Jean Moulin Lyon 3
EM LYON Business School
SKEMA Business School
BBA - ESSEC
ESCP Europe
Sciences Po - PARIS
AUDENCIA NANTES Ecole de Management
ICN Business School
NEOMA Business School
Université de STRASBOURG
Université Francois Rabelais - TOURS
Université de TOULOUSE - IEP
Université Catholique de LILLE
ISEG School of Management
École de Management de GRENOBLE
Lille Catholic University
HEC School of Management
Université de MONTPELLIER 1
Université PARIS Dauphine
ESC Rennes
EM Strasbourg Business School

GERMANY
Freie Universität
Humboldt Universitaet zu BERLIN
Technische Universität BERLIN
RUHR-Universitaet BOCHUM
Bucerius Law School
Christian Albrechts Universitaet zu KIEL
WHU Otto Beisheim School of Management
Universität KONSTANZ
TUM Business School - MÜNCHEN
European Business School (EBS)
Universität zu Köln
Universität MANNHEIM
The Hertie School of Governance
Frankfurt School of Finance & Management

GREECE
ATHENS University of Economics and Business
University of THESSALONIKI

IRELAND
University College DUBLIN

ISREAL
Interdisciplinary Center (ICD) Herzliya

LATVIA
RIGA Graduate School of Law

LUXEMBOURG
University of Luxembourg

MALTA
University of Malta

MAROCCHO
École de Gouvernance et d’Économie de RAMAT

NEW ZEALAND
Victoria University of WELLINGTON

NORWAY
Norwegian School of Economics and Business Administration NHH
University of OSLO
BI Norwegian Business School
University of BERGEN