

FAQ for U.S.E. students within the structured mobility with Luiss (Rome)

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General questions to studentdesk.use@uu.nl

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Orientation

1. Who can apply for the Exchange Program with Luiss?

All students who are enrolled in the first year of the bachelor's programme Economics and Business Economics can apply. Selected students will spend the second year of their Bachelor's programme in Rome at the Italian university [Libera Università Internazionale degli Studi Sociali Guido Carli](#) (Luiss).

2. How and when should I apply?

To apply, you should send (1) the compiled application form, (2) a motivation letter, and (3) your CV to studentdesk.use@uu.nl before the deadline.

Applications for this programme close around the beginning of the 3rd term. Check [the website](#) for the exact deadline for the current academic year.

3. I have applied for the programme. What to do next?

A committee will revise all applications and select the (maximum) 20 best candidates to participate in the programme. Selected students will be notified in April. They will be invited to have a first meeting with the coordinator of the programme, Stefan Vukojevic.

4. How many EC do I need to go to Rome?

You need to have 52.50 EC by the time you leave for Rome.

If you did not receive the required amount of EC during your first year, you have to drop the programme. Sometimes exceptions can be allowed on an individual basis for highly motivated students who have obtained 45 EC.

5. Do I need to apply for my exchange online (Osiris)?

Yes. You can find the procedure on [our website](#) > 'Submit your application by following these steps'. **Please note:**

This application is used for all students who go abroad and therefore does not entirely fit our requirements. Osiris will ask you to upload documents. Since you are part of the Selective Excellence programme, you are allowed to **upload blank pieces of paper** for this.

You will also need to choose a 'minimum of 2 destinations' (otherwise you cannot save your application). You may select a destination at random, as you have already been accepted to Luiss.

6. Can I participate in the Honours Programme?

Yes, you can combine the Luiss programme and the Honours Programme, provided you meet the requirements. Special arrangements will be made to combine a stay in Rome with following the Honours Programme. For general information about the Honours programme, see the [website](#). If you have questions regarding the Honours Programme, please e-mail use.honours@uu.nl. Be aware that organising honours events might be more difficult while you are in Rome, but LUISS is aware that you would need to do this as part of your honours

programme, and they will try to support you as much as possible. For that purpose, you should inform the Luiss Incoming Team (see Contacts) once you arrive in Rome about what you are planning to do for honours activities so that they can help you out.

7. Can I combine this programme with an approved optional minor?

No. This programme can only be combined with the Honours Programme (see Question 6). If you also apply for an approved optional minor and you are selected for the joint programme with Luiss, you will be deregistered from the optional minor.

8. Where can I find more information about studying abroad?

For more detailed information regarding your study abroad period, please visit [this page](#).

Preparation

9. Will housing in Rome be arranged?

Luiss does not take direct responsibility for providing accommodation. Considering that in general the average cost is between € 400 for a place in a double room and € 500 for a single room a month, plus utilities (telephone, electricity, heating, gas), you could visit the dedicated page on Luiss' website: <https://www.luiss.edu/students/residences-and-accommodation/private-rooms-and-apartments> where you will find local real estate agencies to assist you in finding private rooms and apartments. Moreover, you can contact the Accommodation & Campus Services Office at residenze-colegi@luiss.it for further information.

Often, students also find their rooms through Facebook pages (such as these: [Stanza Singola](#), [Casa Studenti Roma](#), or private [groups](#)), where you can respond to advertisements or post your own. You can also find rooms on [Subito](#) (kind of eBay). Exchange students who previously found a place also suggested checking out [idealista.it](#) and [Casa.it](#). Location-wise (for the university and the city centre), it is convenient to live near metro stations Bologna, Policlinico or Sant'Agnese/Annibaliano (all stations of metro line B). The address of the campus where you will have your classes is Viale Romania, 32, 00197 Roma RM.

10. When do the lectures start in Rome?

Please see the Luiss [Academic Calendar](#). If the calendar for the next year is not published yet, you can expect lessons to start in early September (usually the first week) and optional Welcome & Orientation sessions and sports activities for all incoming students organised by several offices just before the start of the lessons. Further details regarding these activities will follow, and you are more than welcome to join if you wish. Please know that attendance in person at lectures is mandatory at Luiss; students are required to be on campus by the dates sent to you by the International Degree Programs Office.

11. Do I need to register for courses in Rome?

You do not need to register for courses. The International Degree Programs Office in Rome will arrange this for you.

12. Can I take an Italian language course in Rome?

LUISS will offer a free-of-charge optional Italian language course during the first and second semesters. Interested students must check their emails and reply within the deadlines.

Besides this, you can also book language classes at private institutions before the university starts.

13. When are the vacation periods?

Please see the Luiss [Academic Calendar](#). If the calendar for next year is still not published, you can use the calendar for this year to get an idea of which holidays are free from teaching.

14. Do non-EU students need to apply for a visa to go to Italy?

Yes, you need to apply for a student visa at the Italian embassy. It is your own responsibility to arrange this on a timely basis. To get the Italian visa, you need to provide at least the following documents:

- An official bank statement proving you have financial resources sufficient for your stay in Italy. This money should be available in a bank account inside the EU area under your name or your family name (in which case you should be able to demonstrate that you have full access to this money);
- A certificate of accommodation. The real estate agency or the private landlord of the apartment you rent should declare that you have a place to live once you are in Rome;
- A health insurance valid for the whole period of your stay in Italy (1 year).

The whole process takes at least three weeks, so start your procedure in time. Any delay in your departure to Rome is your own responsibility.

You will receive more detailed information regarding this from Luiss.

15. Is there any need for extra insurance?

This depends on your own insurance. On the website <https://students.uu.nl/en/study-abroad/on-exchange> > Step 3. Arrange before departure > Other: you will find information on insurance.

16. Can I receive an Erasmus+ Grant when I go to Rome?

Yes, all students are in principle entitled to an Erasmus+ Grant, including students who have a non-European nationality. You can find the amount on the [website](#) under the heading Grant Amount. The usual requirement is that students have obtained a minimum of 60 EC in order to receive the Erasmus grant; for the students participating in this programme, this is exceptionally set at 45 EC. **Note that the size of the grant has changed this year, and it is now the same as for regular exchanges.** The exact size of the grant will be known in June/July, and you will be able to find it on [this page](#) (under Grant Amount).

17. Is my OV Chipkaart still valid when I live abroad?

When you live abroad, you have the right to receive a reimbursement for your public transport card (around €100 per month). You can find more information on [the DUO website](#). You cannot use your OV Chipkaart during the months that you receive the reimbursement.

18. Do I keep receiving my normal monthly scholarship from Dutch government while abroad?

During your stay abroad, you remain enrolled as a U.S.E. student. Therefore, you are entitled to your usual scholarship or student loan. There are no extra costs involved in studying in Rome. You also pay your tuition fees at Utrecht University.

During

19. How is public transport arranged, and what about the costs?

Public Transportation is your own responsibility. [This](#) page shows all the public transport routes in Rome. It is possible to buy a **year pass** for the whole of Rome, which costs €250. The year pass is a personal one (including a picture, which you will have to bring with you) and can be bought at [some metro stations](#) with ATAC offices, such as Termini, Laurentina, Lepanto and Conca d'Oro. This pass is very convenient as you will never have to worry about buying tickets anymore.

You can also buy a monthly card for €35, valid for a calendar month. The monthly card is personal and can be bought at regular ATAC offices, ticket machines and Tobacco shops.

A single ticket, valid for 100 minutes, costs €1.50 and must be bought before boarding the bus/tram/metro and validated at the beginning of the journey. A free shuttle bus service connects the Luiss campus at Viale Romania with the one at Via Parenzo and vice versa from Monday to Friday, every 10-15 minutes.

20. Where can I buy books for courses in Rome?

There is a bookstore on the campus where you can purchase books with a 10% discount. Professors will typically inform you which book you need to purchase during the first week of the course. Also, note that you will have access to Luiss' Library: <https://biblioteca.luiss.it/it> once you are fully enrolled at Luiss.

21. Can I get special provisions?

Yes, though LUISS might not be able to provide the same accommodations as U.S.E.

U.S.E. will inform Luiss upfront about the students who need special provisions so that you can have time to provide the required documents and start the academic year knowing exactly the provisions and support that can be given.

Students need to provide 1) a certificate (in English) given by a public or private structure, not older than **three** years, in which the learning disability parameters are written, as well as the measures expected or advised for the specific case. 2) A declaration of U.S.E. stating what measures the university takes for the special provision.

These two documents should be sent to the Student Office and the Tutoring Office, possibly by

the beginning of the semester. Then, the Tutoring Office will evaluate each case and assign a tutor who will explain in detail the measures/support that can be given to the student throughout the year.

22. Can I do an internship provided by LUISS while in Rome?

Unfortunately, curricular internships are not compatible with the programme.

Contacts

23. Who is the International Relations Officer in Rome?

Responsible for incoming Utrecht students:

Federica Scrofani

fscrofani@luiss.it / incoming.ido@luiss.it

If there are any issues, Federica is the first person to contact, and she will help you further.

24. Who is the Programme Coordinator in Rome?

Elena Salemi (esalemi@luiss.it).

25. Who do I contact for questions at U.S.E.?

Please have a look at the [website](#).

- For specific questions regarding your study programme, please contact the [Study Advisors](#) (studyadvisor.use@uu.nl).
- For practical or general questions regarding your exchange, please contact the U.S.E. Exchange Officer (studentdesk.use@uu.nl).
- For LUISS-specific questions (before you leave for Rome), please contact Stefan Vukojevic (s.vukojevic@uu.nl).
- For Erasmus grant and application questions regarding your exchange, please contact the International Exchange Office (ieo.leg@uu.nl).

Useful Links

U.S.E. Economics and Business Economics	https://students.uu.nl/en/leg/economics-and-business-economics
Joint Program with LUISS (Rome)	https://students.uu.nl/en/leg/economics-and-business-economics/academics/international-business-economics-luiss-programme
Graduation Requirements U.S.E. with LUISS (Downloadable Checklist)	https://students.uu.nl/en/leg/economics-and-business-economics/academics/study-programme/graduation-requirements
UU Going Abroad Information	https://students.uu.nl/en/study-abroad/on-exchange/step-3-arrange-before-departure
International Exchange Office	https://www.uu.nl/en/organisation/international-office-faculty-of-law-economics-and-governance/contact-international-office
Erasmus+ Grant	https://students.uu.nl/en/study-abroad/funding-and-grants/erasmus/erasmus-grants-for-studies
U.S.E. Contacts	https://students.uu.nl/en/leg/economics-and-business-economics/practical-information/people-buildings-services
Website LUISS	https://www.luiss.edu/
LUISS Academic Calendar	https://www.luiss.edu/students/double-degrees-and-structured-partnerships/incoming/calendar
Dutch O.V. Reimbursement	https://duo.nl/particulier/ov-vergoeding-buitenland.jsp (Dutch)
Dutch Embassy in Rome	https://www.nederlandwereldwijd.nl/landen/italie/over-ons/ambassade-in-rome (Dutch)
Emergency Phone Number in Italy	112