Call for Applications for Admission to Master's Degree Programs

Selection Process for the 2020/2021 Academic Year - Non-Luiss Graduates

This call for applications replaces in its entirety the previous one relating to the single admission test originally scheduled for 17 April 2020 and sets out selection procedures, criteria and timing.

Applications can be submitted solely online by 5 p.m. on Friday 15 May 2020 inclusive by filling in the relevant application on the University’s website.

The selection process for non-LUISS graduates, which will take place exclusively on the basis of the evaluation of qualifications, is mandatory. In any case, students must fulfill the minimum curricular requirements for admission to their chosen master’s degree program.

The selection process for admission is open to:
- students regularly enrolled at university for the 2019/2020 academic year who, irrespective of their degree grade, will be awarded their bachelor’s degree by 16 November 2020;
- students already holding a bachelor’s degree irrespective of their degree grade.

The following places will be on offer for students coming from another University through the selection:

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Admission Criteria

Students will be selected on the basis of criteria pertaining to academic merit (number of credits and weighted average) and curriculum. For the purpose of calculating the score of each candidate, account will be taken of the weighted average and the credits obtained and recorded at the end of the last official exam session and in any case no later than 31 December 2019, as per the certificate issued by the university of origin (including any credits obtained by the above date for internships, languages, seminars, soft skills, summer schools, etc.).

For students who already hold a bachelor’s degree, account will be taken of the final weighted average in thirtieths at the time of awarding the degree, excluding any bonuses.

During the application phase, students will have to declare their weighted average and the number of credits obtained by 31 December 2019, state the year of enrolment in their bachelor’s degree course, upload a certificate/self-certification evidencing not only the year of first enrolment in the university system but also the list of exams taken (with specification of the name, university educational credits earned and grade), upload any GMAT/GRE certificates and declare any experience abroad (valid only if for a stay of not less than one semester), which will have to be certified by the university of origin.

For admission to degree programs taught in Italian, it will be necessary to have an English language level at least equal to B1. Whereas for admission to degree programs taught in English, it will be necessary to have at least a B2 level. For this purpose, students will have to submit a certificate attesting to fulfillment of the criteria above.
of the above-mentioned language requirements. Students holding or who will hold a bachelor's degree whose program was taught in English may be assigned a presumed level of B2. By analogy, a presumed level of B2 may be assigned to students who obtained a foreign secondary school leaving qualification for schooling done in English by uploading a copy of the relevant diploma during the application phase.

The rankings will be compiled on the basis of the criteria pertaining to academic merit and curriculum criteria mentioned above, taking into account the order of preference of the degree programs expressed by the students.

That score, expressed in hundredths, will be calculated:

- 80% based on the sum of the weighted average and the percentage of total credits earned compared to the total credits required for completion (credits earned/credits to be obtained out of 180). The figure so obtained will be increased by 1 point for students who have graduated on track or are enrolled on track in their third year in the 2019/2020 academic year and in any case who first enrolled for a bachelor's degree program not prior to the 2017/2018 academic year;

- 20% based on:
  1. possession of GMAT/GRE certification (10%);
  2. experience abroad (valid only if for a stay of not less than one semester), to be certified by the university of origin (10%).

In summary: \( \text{weighted average} + \frac{\text{credits earned}}{\text{credits to be completed}} + 1 \text{ for on-track enrollment} \) + 10% of the score obtained if in possession of GMAT/GRE certification + 10% of the score obtained for experience abroad.

The rankings will be compiled on the basis of the criteria pertaining to academic merit and curriculum criteria mentioned above and determined 100% by the score calculated as above expressed in hundredths, including any bonuses, on the basis of the order of preference of the degree programs expressed by the students and the number of places on offer for each degree program.

Candidates coming from universities other than LUISS will be admitted, in ranking order, until the set number of places available for each degree program/major has been filled.

When filling in the application students will have to select up to a maximum of three degree programs and/or majors for which they wish to compete. Students who declare an English language level at least equal to B2 may select their first, second and third choices of degree programs/majors from among all the degree programs/majors regardless of the language of instruction of the latter. Students who declare an English language level at least equal to B1 may select their first, second and third choices of degree programs/majors only from among all the degree programs/majors taught in Italian. Solely if students are not admitted to their first-choice degree program/major, may they – on the basis of the score obtained and ensuing ranking – be admitted to their second or possibly third choice degree program/major.
NB: For degree programs taught in English, level B2 proficiency will be checked and students who do not meet that standard will be excluded from the selection process.

Taking into account the presumed percentage of students who, despite having gained admission, do not then actually enroll, the commission in charge of guaranteeing the regularity and quality of selection (appointed beforehand by the relevant university authorities) may decide to increase the number of candidates to be admitted compared to the number originally set.

At its absolute discretion, as part of its duties and prior to compiling the ranking, the commission in charge of guaranteeing the regularity and quality of selection (appointed by the relevant university authorities) may set a minimum score that has to be achieved in order to gain admission, which means that candidates who obtain very low scores may well not be admitted even though places are still available.

The chosen degree programs/majors cannot be changed for any reason after 15 May 2020, the deadline for the submission of applications, because the choices expressed are binding for the purposes of compiling the rankings.

Candidates may verify the results of the test on the University’s website logging in the platform using their tax code and the Authentic Code (appearing on the receipt for payment of the registration fee) starting from the last days of May.

In the event that a degree program/major is not then actually held, the University will timely inform the candidate.

Candidates can contact CIMEA for an advance assessment of their foreign qualifications.

For any information regarding one’s qualifications and how to obtain a visa/study permit, the onus is on candidates to timely read “The Rules of University Enrollment by Foreign Students” and to contact the local Italian diplomatic authorities in the foreign country whose school system awards the qualification, also in order to comply with the administrative procedures for the issuance of the required documentation.

Instructions for filling in the application

Candidates may fill out the application form for the admission test solely online by 15 May 2020 inclusive.

In order to fill out the application form the candidate must have already paid the registration fee of 150,00 Euros.

The registration fee can be paid by 5 p.m. on 15 May 2020 on Luiss website by selecting:

• credit card;
CBILL Service that allows the payment at the authorized Bank or via Internet Banking or other channels (e.g. ATM or App) depending on the Bank. As for the payment it will be necessary to use the details sent via e-mail on the chosen address.

Irrespective of the method of payment chosen candidates will be asked for their Italian tax and social security number (codice fiscale) when paying. Foreign students who do not have an Italian tax and social security number should contact ammissione@luiss.it specifying their name and surname, sex, place and date of birth, and attaching a copy of valid ID.

After the payment is made the candidate will receive two e-mails: if the payment has been made by credit card the first as confirmation of the payment and the second containing the payment Authentication Code necessary to fill out the application to sit the admission test; while the payment is made through the first e-mail will contain the information needed to complete the payment, the second will contain the Authentication code.

The registration fee will not be refunded irrespective of the result of the test, including when the candidate is absent on the test date.

When filling in the application, candidates will have to:
1. state their personal data and information regarding their educational qualifications;
2. declare the weighted average of examinations taken as at 31 December 2019;
3. declare the number of credits earned as at 31 December 2019;
4. upload a certificate/self-certification of enrolment/graduation attesting to the degree program, the degree class, the year of first enrolment, the exams taken/to be taken with the university educational credits (CFU) associated with them and the academic discipline (SSD) to which they belong, accompanied by a valid identity document;
5. declare, if required depending on a candidate's choices, proficiency in the English language of at least level B1 or level B2;
6. declare whether they have GMAT/GRE certification and if so, state the scores and upload a copy of the certificates;
7. declare any experience abroad, valid only if for a period of stay of not less than one semester, and upload a copy of the relevant certification issued by the university of origin;
8. select up to a maximum of three degree programs and/or majors for which to compete, binding for the purposes of compiling the rankings;
9. upload a copy of a valid identity document enabling identification.

The application will be considered incomplete and/or invalid in the absence of one or more of the above and/or in the case of any false statements.

Students who declare an English language level at least equal to B2 may select their first, second and third choices of degree programs/majors from among all the degree programs/majors regardless of the
language of instruction of the latter. Students who declare an English language level at least equal to B1 may select their first, second and third choices of degree programs/majors only from among all the degree programs/majors taught in Italian. If students do not wish to opt for two further degree programs over and above their first binding choice, they will have to in any case make this clear by selecting the appropriate item in the drop-down menu.

N.B.: Under no circumstances will it be possible after 15 May 2020, the deadline for the submission of applications, to select a second and/or third choice of degree program if candidates have not done so when filling in the application.

For the assignment of the percentage equal to 10% of the final score, students will have to declare in the appropriate section their experience abroad, valid only if for a stay of not less than one semester, which will have to be certified by the university of origin. A copy of that certification will have to be uploaded when filling in the application.

At the end of filling in the application it is necessary to confirm the data entered by clicking on the "confirm" button: that step will be considered for all intents and purposes as submission of the application.

Request to amend data

To amend any of the input data in the application form the candidate must submit a request in that regard together with a photocopy of their ID to the Student Office by e-mail to testammissione@luiss.it by 5 p.m. on 15 May 2020 at the very latest. The candidate will be e-mailed the amended application form.

Any request to amend an application form must be received by the peremptory deadline of 5 p.m. on 15 May 2020. The onus is on the candidate to check that the requested change has been processed: any request for an amendment will lead to the candidate receiving an updated application form incorporating the change. The latest updated application form received will be considered for the selection and not the previous versions.

Minimum Curricular Requirements – Department of Business and Management and Department of Economics and Finance and Corporate Finance degree

The enrollment is subject to the achievement in a candidate’s study plan of certain minimum curricular requirements.

Students who are registered in or have graduated from one of the following degree classes already meet the curricular requirements:

L-18 (Ministerial Decree 270/04) and 17 (Ministerial Decree 509/99) – Science of Economics and Business Management;
L-33 (Ministerial Decree 270/04) and 28 (Ministerial Decree 509/99) – Economic Sciences.
Students coming from degree programs that do not belong to the above categories can sit the admission test only if they have a total of at least 48 university educational credits overall in their study plan (already earned or to be earned) in at least two of the following disciplines:

- Economics
- Business Economics
- Finance
- Law
- Engineering
- Mathematics
- Statistics

Should a candidate not meet those minimum requirements, they must submit documentation by the deadline for applying to the selection evidencing how they propose to fulfill them (for example, through extracurricular activities included in their study plan). The deficit may be made up solely through earning university educational credits and therefore work experience and internships cannot be taken into account to that end. In any case, for students coming from another university the outstanding credits may not be earned at Luiss University.

To obtain an assessment of their study plan candidates may send a certificate attesting the exams already or yet to be sat, the university educational credits associated with those exams (CFU) and the relevant academic disciplines (SSD) to ammissione@luiss.it specifying the master’s degree program of interest.

Without prejudice to the above curricular requisites it should be noted that there will be no revision of fundamental concepts in class since it is a master’s degree program. Therefore, students must already have adequate knowledge of the following subjects: accounting and financial statements, commercial law, business administration, corporate finance, macroeconomics, financial mathematics, general mathematics, microeconomics and statistics.

**Minimum Curricular Requirements – Department of Political Science and Business and Management: Global Management and Politics Masters’ degree**

The enrollment is subject to the achievement in a candidate’s study plan of certain minimum curricular requirements.

Students who are registered in or have graduated from one of the following degree classes already meet the curricular requirements:

L-18 (Ministerial Decree 270/04) and 17 (Ministerial Decree 509/99) – Science of Economics and Business Management;
L-33 (Ministerial Decree 270/04) and 28 (Ministerial Decree 509/99) – Economic Sciences  
L-36 (Ministerial Decree 270/04) and 15 (Ministerial Decree 509/99) – Political Science and International Relations.

Students coming from degree programs that do not belong to the above categories can sit the admission test only if they have a total of at least 48 university educational credits overall in their study plan (already earned or to be earned) in at least two of the following disciplines:

- Economics
- Business Economics
- Finance
- Law
- Engineering
- Mathematics
- Statistics

Should a candidate not meet those minimum requirements, they must submit documentation by the deadline for applying to the selection evidencing how they propose to fulfill them (for example, through extracurricular activities included in their study plan). The deficit may be made up solely through earning university educational credits and therefore work experience and internships cannot be taken into account to that end. In any case, for students coming from another university the outstanding credits may not be earned at Luiss University.

To obtain an assessment of their study plan candidates may send a certificate attesting the exams already or yet to be sat, the university educational credits associated with those exams (CFU) and the relevant academic disciplines (SSD) to ammissione@luiss.it specifying the master’s degree program of interest.

Without prejudice to the above curricular requisites it should be noted that there will be no revision of fundamental concepts in class since it is a master’s degree program.

**Minimum Curricular Requirements – Department of Political Science**

The enrollment is subject to the achievement in a candidate’s study plan of certain minimum curricular requirements.

Students who are registered in or have graduated from one of the following degree classes already meet the curricular requirements.

L-36 (Ministerial Decree 270/04) and 15 (Ministerial Decree 509/99) – Political Science and International Relations;  
L-16 (Ministerial Decree 270/04) and 19 (Ministerial Decree 509/99) – Administration;
L-37 (Ministerial Decree 270/04) and 35 (Ministerial Decree 509/99) – Social Sciences for Cooperation, Development and Peace;
L-20 (Ministerial Decree 270/04) and 14 (Ministerial Decree 509/99) – Media Studies.

Students coming from degree programs that do not belong to the above categories can sit the admission test only if they have a total of at least 48 university educational credits overall in their study plan (already earned or to be earned) in at least two of the following disciplines:

- Economics
- Law
- Linguistics
- Politics
- Semiotics and Communication
- Sociology
- Statistics
- History

Should a candidate not meet those minimum requirements, they must submit documentation by the deadline for applying to the selection evidencing how they propose to fulfill them (for example, through extracurricular activities included in their study plan). The deficit may be made up solely through earning university educational credits and therefore work experience and internships cannot be taken into account to that end. In any case, for students coming from another university the outstanding credits may not be earned at Luiss University.

To obtain an assessment of their study plan candidates may send a certificate attesting the exams already or yet to be sat, the university educational credits associated with those exams (CFU) and the relevant academic disciplines (SSD) to ammissione@luiss.it specifying the master’s degree program of interest.

Without prejudice to the above curricular requisites it should be noted that there will be no revision of fundamental concepts in class since it is a master degree program.

**Minimum Curricular Requirements – Department of Law**

The enrollment is subject to the achievement in a candidate’s study plan of certain minimum curricular requirements.

Students who are registered in or have graduated from one of the following degree classes already meet the curricular requirements.

L-36 (Ministerial Decree 270/04) and 15 (Ministerial Decree 509/99) – Political Science and International Relations;
L-16 (Ministerial Decree 270/04) and 19 (Ministerial Decree 509/99) - Administration;
L-37 (Ministerial Decree 270/04) and 35 (Ministerial Decree 509/99) - Social Sciences for Cooperation, Development and Peace.
L-20 (Ministerial Decree 270/04) and 14 (Ministerial Decree 509/99) - Media Studies;
LMG/01 – Law Single Cycle Master Degree;
L-14 (Ministerial Decree 270/04) and 2 (Ministerial Decree 509/99);
L-18 (Ministerial Decree 270/04) and 17 (Ministerial Decree 509/99) – Science of Economics and Business Management;
L-33 (Ministerial Decree 270/04) and 28 (Ministerial Decree 509/99) – Economic Sciences.

Students coming from degree programs that do not belong to the above categories can sit the admission test only if they have a total of at least 48 university educational credits overall in their study plan (already earned or to be earned) in at least two of the following disciplines:

- Economics
- Business Economics
- Law
- Mathematics
- Statistics

Should a candidate not meet those minimum requirements, they must submit documentation by the deadline for applying to the selection evidencing how they propose to fulfill them (for example, through extracurricular activities included in their study plan). The deficit may be made up solely through earning university educational credits and therefore work experience and internships cannot be taken into account to that end. In any case, for students coming from another university the outstanding credits may not be earned at Luiss University.

To obtain an assessment of their study plan candidates may send a certificate attesting the exams already or yet to be sat, the university educational credits associated with those exams (CFU) and the relevant academic disciplines (SSD) to ammissione@luiss.it specifying the master’s degree program of interest.

Without prejudice to the above curricular requisites it should be noted that there will be no revision of fundamental concepts in class since it is a master degree program.

**Registration for the Program**

Admitted students following the selection, will have to register by paying the first installment of 4,100 euros (iscrizione alla frequenza) by and no later than 25 June 2020.

The prescribed deadline for registering is peremptory therefore it cannot be amended after the expiration by paying a late fee.
For the 2020/2021 academic year the amount of the single tuition fee for all master’s degree programs is 12,300 euros payable in three installments.

**University Enrollment**

Students registered for their program by the deadline of 25 June 2020 must proceed to complete their university enrollment through an online procedure (in the manner and within the timeframe that will be communicated by e-mail and published on a dedicated page of the University’s website), after they are conferred of the Bachelor Degree no later than 16 November 2020. Solely in cases where the first-level degree is not conferred by the deadline of 16 November 2020 it will be possible to ask for a reimburse of the first installment paid for registering to the program.

**Please note:** Enrollment will be in any case subject to the deadlines indicated, to the correct registration and to the award of the degree by 16 November 2020 that meets the Minimum Requirements. Moreover, by the deadline of 16 November 2020, it will be necessary to pay the regional students’ welfare tax, the duty stamp and to submit the enrollment form.