



Call for Applications for Admission to Master's Degree Programmes for the 2025/2026 Academic Year - Admission Test for Non-Luiss Students

Students regularly enrolled at another university in Italy in their third year in the 2024/2025 academic year who will obtain their bachelor's degree by 13 November 2025 and all those who already hold a bachelor's degree awarded by another university in Italy may apply to take the Admission Test for the on-campus master's degree programmes listed and distinguished as follows.

Degree programmes pertaining to the Economics Area test

Degree programmes taught in Italian

Degree programmes taught in English

| | |
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| Amministrazione, Finanza e Controllo | Economia e Finanza, majors in Applied Economics and Finance* |
| Economia e Finanza, majors in Italian | Corporate Finance |
| Marketing, strand in Italian | Data Science and Management |
| Strategic Management, strand in Italian | Global Management and Politics |
| | Management |
| | Marketing, strand in English |
| | Strategic Management, strand in English |

*The majors in Applied Economics and Finance taught in English within the Economia e Finanza degree programme also envisage a special advanced programme called RoME. Students who wish to compete for admission to RoME will find the call for applications as well as details of the selection criteria, procedures and deadlines on the University's website.

Degree programmes pertaining to the Political Science Area test

Degree programmes taught in Italian

Degree programmes taught in English

| | |
|-------------------------------------|-----------------------------------|
| Governo, Amministrazione e Politica | Global Management and Politics |
| | International Relations |
| | Policies and Governance in Europe |

The Admission Test may be taken only once solely between 7 and 10 April 2025 on the day and at the time stated on the application form.

1. Addressees and Eligibility

1.1. Addressees

Students regularly enrolled in the third year of a bachelor's degree programme at another university in Italy for the 2024/2025 academic year who will obtain their bachelor's degree by 13 November 2025, and all students who already hold a bachelor's degree regardless of the final grade obtained, may apply to take the Admission Test. In particular, the **Admission Test is compulsory for all students enrolled in another university in Italy.**

1.2 Minimum Curricular Requirements

In order to sit the Admission Test, students must verify that they **meet the prescribed minimum curricular requirements** and that their previous studies are consistent with the master's degree program that they are seeking admission to.

[Click here](#) to check the minimum curricular requirements for the chosen degree programme.

If those requirements are not met, candidates will have to submit – by the deadline for submission of applications – documentation evidencing how they propose to make good that shortcoming (e.g. through the inclusion of extracurricular educational activities in their study plan). The deficit may be made up solely through earning ECTS credits by 13 November 2025 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. For information and support: ammissione@luiss.it.

The onus is on the candidates to check that they meet the above requirements. Fulfilment of those requirements will be checked by the University when finalising the university enrolment process: therefore, any admission following the Admission Test and ensuing enrolment of the student is to be considered as conditional until fulfilment is established. For information and support: ammissione@luiss.it.

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

2. Submission of Applications for Admission

2.1. Procedure and Deadlines

Applications to take the Admission Test may be submitted through the University's website **up to and including 2 April 2025** by filling out the appropriate form online. Only one application for admission may be submitted. **Therefore, any additional applications will be considered null and void.**

2.2 Application Fee

In order to complete the application for admission, candidates will be required to pay an application fee of € 150 when filling out the form, exclusively online via a special purpose payment platform by and no later than 2 April 2025.

Any payments received in a different manner or after the deadline will not be taken into account for the purposes of taking part in the selection procedure and it will not be possible to regularise the application for admission at a later date.

Please note that the application fee is compulsory for the purposes of correctly submitting the application and in case of non-payment the application will be considered null and void. In this regard, please note that under no circumstances will it be possible to obtain an exemption from payment of the fee.

Any application fee paid will not be refundable under any circumstances, not even in the event of automatic exclusion of the application due to a candidate's failure to meet the requirements and/or withdrawal from taking part in the selection procedure, since the fee is an administrative charge to be borne by candidates.

2.3 Required Documents and Data

In order to take the Admission Test, it is necessary to include all of the documents specified in the application form. In any case, it is compulsory to attach the following:

- a. Passport and/or identity card.
- b. Certificate showing the studies completed to date proving enrolment and associated grades, issued in English or Italian. For bachelor's degrees awarded under the Italian education system, the certificate/self-certification of the degree held/current enrolment must necessarily set out, in

addition to the grades, the exams passed, the affiliated degree class, the academic discipline field (SSD) and the ECTS credits earned for each exam passed.

- c. If a candidate holds any, one of the following certifications for the purposes of obtaining the bonus as specified below in Section 3.4:

- **for a bonus worth 10% of the score obtained in the Admission Test:**
 - a GRE certificate** with the following scores: **Verbal: 135 - 139 - Quantitative: 135 - 139** or
 - a GMAT certificate**
GMAT 10th Edition **with a score between 450 and 499** out of 800 or GMAT Focus Edition (GMAT version currently given) **with a score between 445 and 475** out of 805
- **for a bonus worth 15% of the score obtained in the Admission Test**
 - a GRE certificate** with the following scores: **Verbal 140 - 144 - Quantitative 140 - 144** or
 - a GMAT certificate**
GMAT 10th Edition **with a score between 500 and 549** out of 800 or GMAT Focus Edition (GMAT version currently given) **with a score between 485 and 505** out of 805

Please note that certificates will be taken into account solely upon receipt of the original of the certificate sent directly to Luiss by the certification body.

The onus is on candidates to request that the original be delivered through the methods envisaged by the certification body. It is compulsory to enable Luiss to visualise the results in the official databases of the certification bodies, failing which it will be impossible to obtain the envisaged bonus.

No more than one application for admission will be considered for each candidate. Any further applications received after the first one will be automatically considered null and void.

2.4 Choice of Test Language

When registering to take the Admission Test, students must select the language in which they wish to take it, choosing between Italian and English. That indication will be binding for the purposes of choosing the degree programmes/majors to which admission is being sought, as specified below.

Students wishing to opt for one or more programmes taught in English when submitting their application must take the Admission Test in English. On the other hand, students who decide to take the test in Italian may only compete for admission to degree programmes/majors taught in Italian.

The choice of degree programme/major may only be made within the same Academic Area, between the Economics Area and the Political Science Area. Please note that, even in the event that solely the degree programme selected as a second choice is taught in English, it will still be necessary to take the Admission Test in English.

2.5 Choice of Degree Programmes for Admission Purposes

Students may select up to two degree programmes/majors for which they wish to compete, within the Academic Area of the programmes specified in this Call for Applications and consistent with the language chosen for the Admission Test.

The Global Management and Politics degree programme may be included in either Academic Area as a first or second choice, provided candidates have chosen to take the Admission Test in English.

Furthermore, candidates that do not wish to nominate a further degree programme over and above their first choice (compulsory and binding for the purposes of filling out the application) must state so expressly by selecting “No further choice” in the drop-down menu for second choice of degree programmes.

Solely if students are not admitted to their first choice degree programme/major, may they be admitted to their second choice degree programme/major, on the basis of the rankings compiled therefor, as specified in more detail below in Section 4 “Admission Criteria”.

2.6 Amending an Application

For any changes to the data entered in the application to take the Admission Test, candidates must – strictly by 2 April 2025 – submit a request in that regard by e-mail to ammissione@luiss.it.

Requests to amend data not accompanied by the candidate’s identity document and/or lacking the information necessary for the purposes of making the required change will not be taken into consideration.

The Admissions Office, including in the wake of various checks, may request candidates to amend their application or lodge the originals of the declared certifications. Failure to make the required changes by the deadline of 2 April 2025 means that it will be impossible to pass the necessary checks, which will therefore lead to exclusion from the selection procedure.

The onus is on candidates to check that any requested change has been processed: any request to amend an application will lead to candidates receiving an e-mail with an updated application form incorporating

the change made attached. For the purposes of taking part in the selection procedure and the subsequent compiling of the rankings, the last application received and recorded in the system will be used.

NB: The Admissions Office, following various checks, may request candidates to amend their application. Failure to so amend by the deadline of 2 April 2025 means that it will be impossible to pass the necessary checks.

Under no circumstances will it be possible after 2 April 2025 to change the chosen degree programmes or to select a second choice of degree programme if candidates have not done so when filling out the application or by the deadline specified in this Call for Applications.

3. The Admission Test

The Admission Test will be held online between 7 and 10 April 2025 in the sessions and at the times indicated on the University's website on the dedicated page. Within the available sessions, it will be possible to take the Admission Test just once.

The availability of the chosen sitting for the Admission Test will be displayed only at the time of filling out the application. If a candidate opts for a sitting that is no longer available, an automatic message will be displayed and the candidate will be invited to select another one.

Luiss reserves the right to change the way that the Admission Test is administered and/or any organizational aspects, including for the purposes of complying with the entry into force of new provisions or regulations, if any. Candidates will be informed accordingly by notice sent to the e-mail account specified when submitting their application.

The Admission Test is different for the two Academic Areas. The test lasts 60 minutes and consists of 50 multiple-choice questions, where only one answer will be correct. Navigation is sequential, so it will not be possible to go back and retrieve and/or correct answers, even in the event of an answer not given.

The Admission Test may only be taken in only one of the sessions covered by this Call for applications and solely for degree programmes selected at the time of submission of the application to take it.

The Admission Test in English is the English translation of the Admission Test in Italian.

70% of the questions are psycho-aptitude ones designed to measure reasoning skills and 30% are on specific topics to measure knowledge acquired during one's bachelor's degree program, differentiated by affiliated Academic Area.

In scoring the test every correct answer will be awarded 1 (one) point and every incorrect answer will receive a penalty of - 0.25 (zero point two five) points, while 0 (zero) points will be awarded to every question that is left unanswered.

The procedures, technical instructions, rules for candidate identification, guidelines and the Code of Conduct for correctly taking the Admission Test will be published on the University's website on the dedicated page before the test and will be further communicated by e-mail sent to each candidate's e-mail address.

NB: Appropriate audio and video measures are adopted to ensure the proper holding of the Admission Test, details of which will be published on the University's website and referenced in an e-mail sent to each candidate.

Candidates are obliged to comply with the guidelines, the Code of Conduct and the technical instructions published on the University's website, under penalty of invalidity of the Admission Test taken, consequent exclusion of the candidate from the selection procedure and non-correction of the Admission Test taken. The relevant commission reserves every right to take action to protect the regulations.

3.1 Notice and Duration

The Admission Test will start on the date and at the time indicated for the sitting chosen by the student and provided for in this Call for Applications. In order to complete the accreditation process on time, candidates are invited to log on 10 minutes before the sitting gets underway. The utmost punctuality is recommended.

The total duration of the Admission Test (including accreditation, checking of identity answering the test questions and closing procedure) will be more than 60 minutes. This length of time should be into account when planning one's schedule.

It is forbidden to use or have at one's disposal a mobile phone, any type of mobile device, a calculator and any other technological or paper-based aid or tool, including headphones/earphones, smartwatches and tablets. Breach will lead to exclusion from the Admission Test regardless of the score achieved. No other persons may be in the same room in which the Admission Test is taken for the entire duration of the test, under penalty of annulment of the test taken and exclusion from the selection procedure.

Candidates are required to find an appropriate environment that allows them to be alone for the duration of the Admission Test. For any further information regarding the conduct to be exhibited during the online test, candidates should refer to the specific Code of Conduct drawn up and published by the University and to the Regulations and Guidelines published on the University's website on the dedicated page. They

will be referred to again in the e-mail that will be sent to the e-mail address specified by candidates when filling out their application.

Before the Admission Test takes place, exclusively on 4 April 2025, those registered for the test may perform the system **checks aimed at checking the correct functioning of their devices with the verification system. This is recommended as it is preparatory to a proper and informed taking of the Admission Test.**

3.2 Candidates with a Disability or SLD

Candidates with disabilities, including temporary disabilities, or with specific learning disorders (SLD) must absolutely specify their needs **by 2 April 2025** so that the University can adopt the measures provided for by law.

When filling out their application, candidates must send a copy of the medical documentation issued by the local health authority (ASL) for their place of residence or by a facility accredited with the National Health Service indicating that they wish to avail themselves of compensatory measures. The SLD diagnosis must have been issued to the candidate no more than three years earlier or in any case after the student's eighteenth birthday by the local health authority or by a professional or facility accredited with the National Health Service.

Requests for support must be made while filling out the application, as specified in this Call for Applications, so as to be able to assure that candidates can avail themselves of the envisaged compensatory measures.

In the case of disability proved by certification attesting to a degree of disability of at least 66% or in the case of a specific learning disorder proved by appropriate medical documentation issued to the candidate, the relevant commission will assess what compensatory measures are to be offered for taking the Admission Test.

In the case of a specific learning disorder proved by appropriate medical documentation, the relevant commission will assess the compensatory measures to be offered for taking the Admission Test. On the basis of what emerges from an examination of the documentation submitted, one or more of the following measures may be adopted as per the applicable law and regulations:

- 30% more time;
- the use of a non-scientific calculator, which candidates must bring themselves;
- assistance from a tutor for the purposes of reading the questions and/or filling in the answer sheet.

In the case of disability proved by certification attesting to a degree of disability of at least 66%, the relevant commission will assess what compensatory measures are to be offered for taking the Admission Test. On the basis of what emerges from an examination of the documentation submitted, one or more of the following measures may be adopted as per the applicable law and regulations:

- 50% more time;
- the use of a non-scientific calculator, which candidates must bring themselves;
- assistance from a tutor for the purposes of reading the questions and/or filling in the answer sheet.

Candidates will be informed of the outcome of the assessment and the specific measures offered by the relevant commission by e-mail sufficiently in advance of the Admission Test.

It should be noted that in the event of a tutor, a figure to be chosen by candidates themselves, the tutor's activity will be monitored. Any interference by the tutor with the regular and correct taking of the test by a candidate will lead to the latter's exclusion. Finally, tutors must abide by the same Code of Conduct and Rules of Behaviour communicated to candidates.

3.3 Admission Test Score Bonus Points

All students who have GMAT/GRE certification can be awarded bonus points, calculated as a percentage of their admission test score, for the purposes of improving their ranking. But only if they mandatorily disclose that fact and provide the certificates when filling out the form to take the Admission Test by and no later than the deadline of 2 April 2025. Otherwise the bonus will not be awarded. The University may ask candidates to submit the original of the certificates for checking.

The bonuses on offer are as follows:

- **a bonus worth 10% of the score obtained in the Admission Test for candidates who submit:**
 - **a GRE certificate** with the following scores: **Verbal: 135 - 139 - Quantitative: 135 - 139** or
 - **a GMAT certificate**
GMAT 10th Edition **with a score between 450 and 499** out of 800 or GMAT Focus Edition (GMAT version currently given) **with a minimum score between 445 and 475** out of 805
- **a bonus worth 15% of the score obtained in the Admission Test for candidates who submit:**
 - **a GRE certificate** with the following scores: **Verbal 140 - 144 - Quantitative 140 - 144** or
 - **a GMAT certificate**
GMAT 10th Edition **with a score between 500 and 549** out of 800 or GMAT Focus Edition (GMAT version currently given) **with a score between 485 and 505** out of 805

The above bonuses cannot be combined.

No other bonuses are envisaged when scoring the Admission Test. In order to obtain the above-mentioned percentage bonuses, candidates acknowledge that when filling out the application form they will have to include the relevant certificates and arrange for them to be sent via the certification body.

4. Admission Criteria

Please note that separate rankings will be drawn up for Luiss students and students from other universities.

The rankings pertaining to students from other universities will be broken down by degree programme/major and will be based entirely on the test score expressed in hundredths including any bonuses calculated on the score obtained by candidates.

The rankings will be compiled on the basis of the first choice of degree programmes/majors expressed when filling out the form to take the Admission Test, taking into account the scores obtained.

During the correction phase of the Admission Test, the commission tasked with overseeing the regularity of the test, appointed by the relevant university bodies, will prepare anonymised rankings broken down by degree programme/major compiled on the basis of the first choice expressed by candidates.

At its absolute discretion, taking into account also the other selection methods adopted by the University and the results obtained by candidates, the said commission may set a minimum score that has to be achieved in order to gain admission broken down by first choice degree programmes/majors.

Only after the rankings for the first choice degree programmes/majors have been compiled, if there are still places available for certain degree programmes/majors, the said commission may decide to draw on any second choices expressed until the classes are filled, in order of ranking.

5. Results, Conditions of Admission and Registration for Attendance

Candidates will be able to view the results of the Admission Test from the middle of June 2025 onwards directly from the University's website on the dedicated page, by entering as their ID the credentials used when filling out the application to take the test.

Successful candidates will be conditionally admitted at first (*ammissione con riserva*), and thereafter fully admitted solely after the University checks the original documentation regarding what has been self-

certified and relating to the awarding of the bachelor's degree by 13 November 2025 and establishes compliance with the requirements set forth in this Call for Applications.

In the case of a qualification awarded abroad or under a foreign education system, a statement of validity (*dichiarazione di valore*) or CIMEA statement of verification or comparability (*attestato di verifica o comparabilità*) must confirm the validity of the qualification for the purposes of university enrolment.

Admission is considered as conditional also for students who still have to earn the ECTS credits necessary to meet the prescribed minimum curricular requirements. Checks in this regard will be conducted by the University when completing the enrolment process. For further information: ammissione@luiss.it.

6. Registration for Attendance (*iscrizione alla frequenza*)

Admitted students who wish to register to attend lectures will receive instructions from early June 2025 onwards on how and when to pay the first instalment of the single tuition fee (*contributo unico*) sent to the e-mail address specified during the application process. For students coming from another university, the instructions will also explain how to access the Web Self-Service platform. Any student who does not receive the credentials to access the Web Self-Service should contact the Admissions Office in a timely manner and in any event by the relevant deadline.

Registration for attendance must be completed in all its phases by and no later than the non-extendable deadline of 12 June 2025. Any request to register to attend lectures received after the deadlines specified in this Call for Applications will not be considered.

In light of the specified deadlines, students are requested to contact the Admissions Office at ammissione@luiss.it in good time should they require support. In case of simultaneous participation in a number of selection processes (other universities, scholarships, double degree calls for applications, etc.), the onus is on students themselves to check whether the various deadlines are compatible with the above.

For the 2025/2026 academic year the amount of the annual single tuition fee for enrolment in the first year of a master's degree program is € 13,600.00 payable in three instalments, with the exception of the master's degree programmes in Corporate Finance and in Management for which the amount of the annual single tuition fee is € 15,300 (the first instalment is due on 12 June 2025 while the second and third instalments are due respectively in November 2025 and February 2026).

Admission and registering to attend lectures is to be considered as conditional until receipt of the original documentation regarding the prerequisite academic qualification and the statement of validity, if any, to be requested from the Italian diplomatic or consular authorities for the country whose education system awarded the foreign academic qualification and, where applicable, on earning the

ECTS credits necessary to fulfil the minimum curricular requirements, which is the responsibility of students themselves to verify on the [following page](#).

7. Finalisation of University Enrolment (*perfezionamento dell'immatricolazione*)

Solely admitted students who, by the prescribed deadline, have successfully completed the registration for attendance process by paying the first instalment of the annual single tuition fee will be required to also finalise university enrolment by the non-extendable deadline of 13 November 2025.

The onus is on students to check in good time that they have correctly completed the university enrolment process, which will take place from July 2025 onwards. Any request to finalise university enrolment received after 13 November 2025 will not be taken into account. Indeed, under no circumstances will it be possible to remedy the situation after the expiry of the deadline, not even by paying a penalty.

Through accessing the Web Self-Service as soon as they are awarded their degree and in any case no later than the non-extendable deadline of 13 November 2025, students must:

1. update the section on Academic Qualifications, specifying the date that the degree was obtained and uploading the documentation pertaining to the degree awarded;
2. pay the regional student welfare tax (*tasse regionale per il diritto allo studio universitario*) and relevant stamp duty (*bollo*) through a procedure set out on the Web Self-Service platform;
3. print out, sign and upload the university enrolment application form accompanied by all of the required documentation.

In the event of a failure to finalise university enrolment by 13 November 2025, regardless of having previously registered for attendance, the student's application will automatically be discarded and it will not be possible to proceed with university enrolment for the 2025/2026 academic year.

Regarding any decision not to complete university enrolment, it should be noted that pursuant to Article 27 of Royal Decree No 1269/38 "a student who has registered for a year of a university course may not under any circumstances obtain a refund of the fees, surcharges and taxes paid". In this regard failure to obtain one's bachelor's degree by the deadline of 13 November 2025 is the sole ground that entitles a student to a refund of the first instalment of the single tuition fee paid at the time of registering for attendance.

Furthermore, enrolment is subject to the prerequisite academic qualification meeting the requirements laid down by the Ministry of Universities and Research and the Ministry of Foreign Affairs for the 2025/2026 academic year regarding enrolment at Italian universities.

NB: In any event a student's university enrolment is subject to properly registering for attendance by the prescribed deadline through payment of the first instalment of the annual single tuition fee. In addition, university enrolment will be considered complete only after payment of the regional student welfare tax and stamp duty by the deadlines set by the University, submission of the application for university enrolment, the awarding of a degree in the 2024/2025 academic year (with the final degree exam being passed by 13 November 2025) entitling its holder to enrol in master's degree programmes in Italy, submission of the documentation required to assess the validity of that degree and the issuance of the visa.

In the event that, at the university enrolment stage, the documentation submitted reveals that the academic qualification does not entitle its holder to enrol in a master's degree programme in Italy, under no circumstances will it be possible to proceed with finalising university enrolment

In the event of a failure to finalise university enrolment by 13 November 2025, regardless of having previously registered for attendance, the student's application will automatically be discarded and it will not be possible to proceed with enrolment for the 2025/2026 academic year.

Processing of Personal Data

Luiss Libera Università Internazionale degli Studi Sociali Guido Carli, in its capacity as the Data Controller, collects and processes the information of data subjects in full compliance with the general principles and rules laid down by the law on the protection of personal data (Legislative Decree No 196/2003 as amended and Regulation (EU) 2016/679).

The processing serves to ensure the proper performance of the procedures of this Call for Applications and the obligations connected herewith and consequent hereto: by means of an appropriate privacy notice, the characteristics of the processing are brought to the knowledge of data subjects, who are also requested to consent to the processing of their information, if necessary in relation to the purposes pursued by the Data Controller.

At any time, data subjects may exercise the rights granted by law (including but not limited to the right of access, rectification, erasure, restriction and portability of data) by contacting the Data Controller, Luiss University, Viale Pola 12, 00198 Rome, e-mail: privacy@luiss.it.