

ACADEMIC PLAN

FOR

**3-YEAR BACHELOR'S DEGREE PROGRAMMES IN ECONOMICS AND POLITICAL
SCIENCE**

SINGLE-CYCLE MASTER'S DEGREE PROGRAMME IN LAW

MASTER'S DEGREE PROGRAMMES IN ECONOMICS AND POLITICAL SCIENCE

2013/2014 ACADEMIC YEAR

(proposal adopted by the Academic Senate at its sitting of 17 July 2012
and approved by the Board of Directors at its meeting of 19 July 2012)

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MAXIMUM NUMBER OF STUDENTS TO BE REGISTERED IN THE 2013/2014 ACADEMIC YEAR

3-YEAR BACHELOR'S DEGREE PROGRAMMES IN ECONOMICS AND POLITICAL SCIENCE – SINGLE-CYCLE MASTER'S DEGREE PROGRAMME IN LAW		MASTER'S DEGREE PROGRAMMES IN ECONOMICS AND POLITICAL SCIENCE	
2012/2013	2013/2014	2012/2013	2013/2014
DEPARTMENT OF BUSINESS AND MANAGEMENT (500)		DEPARTMENT OF BUSINESS AND MANAGEMENT (500)	
3-Year Bachelor's Degree Programme in <i>Economics and Management</i>		Master's Degree Programme in <i>Economics and Business Management</i>	
500 (400 at admission test in May and 100 in September)	500 (400 at admission test in April and in September*)	300 (100 externals [70 in May and 30 in September] and 200 internals)	300 (100 externals [70 in May and 30 in September] and 200 internals)
DEPARTMENT OF ECONOMICS AND FINANCE (100)		Master's Degree Programme in <i>Business Consulting</i>	
3-Year Bachelor's Degree Programme in <i>Economics and Business</i> **		Master's Degree Programme in <i>Management</i> **	
100 (80 at admission test in May and 20 in September)	100 (80 at admission test in April and in September*)	90 (40 externals [30 in May and 10 in September] and 50 internals)	100 (50 externals [35 in May and 15 in September] and 50 internals)
DEPARTMENT OF LAW (500)		Master's Degree Programme in <i>Management</i> **	
Single-Cycle Master's Degree Programme in <i>Law</i>		Master's Degree Programme in <i>Management</i> **	
500 (400 at admission test in May and 100 in September)	500 (400 at admission test in April and in September*)	100 For <i>DDIM</i> : 15 (internals and externals) For other majors: 85 (25 externals [15 in May and 10 in September] and 60 internals)	100 For <i>DDIM</i> : 15*** For the other majors: 85 (25 externals [15 in May and 10 in September] and 60 internals)
DEPARTMENT OF POLITICAL SCIENCE (200)		DEPARTMENT OF ECONOMICS AND FINANCE (100)	
3-Year Bachelor's Degree Programme in <i>Political Science</i>		Master's Degree Programme in <i>Economics and Finance</i>	
200 Political Science (160) (130 at admission test in May and 30 in September) <i>Politics, Philosophy and Economics</i> (40) (30 at admission test in May and 10 in September)	200 Political Science (150) (120 at admission test in April and in September*) <i>Politics, Philosophy and Economics</i> ** (50) (40 at admission test in April and in September*)	100 <i>Economics and Finance</i> (70) (40 externals [25 in May and 15 in September] and 30 internals) <i>Financial Economics</i> ** (30) ((20 externals [10 in May and 10 in September] and 10 internals)	100 <i>Economics and Finance</i> (70) (40 externals [25 in May and 15 in September] and 30 internals) <i>Financial Economics</i> ** (30) (20 externals [10 in May and 10 in September] and 10 internals)
DEPARTMENT OF POLITICAL SCIENCE (260)		DEPARTMENT OF POLITICAL SCIENCE (260)	
Master's Degree Programme in <i>International Relations</i>		Master's Degree Programme in <i>International Relations</i>	
Master's Degree Programme in <i>Government Studies and Public Communication</i>		Master's Degree Programme in <i>Government Studies and Public Communication</i>	
Master's Degree Programme in <i>Government Studies and Public Communication</i>		180 <i>International Relations</i> (130) (80 externals [60 in May and 20 in September] and 50 internals) <i>International Relations</i> ** (50) (30 externals [20 in May and 10 in September] and 20 internals)	180 <i>International Relations</i> (120) (70 externals [50 in May and 20 in September] and 50 internals) <i>International Relations</i> ** (60) (40 externals [30 in May and 10 in September] and 20 internals)
Master's Degree Programme in <i>Government Studies and Public Communication</i>		80 (60 externals [45 in May and 15 in September] and 20 internals)	80 (60 externals [45 in May and 15 in September] and 20 internals)
TOTAL 1,300 (1,040 in May - 260 in September)	TOTAL 1,300 (1,040 at admission test in April and in September*)	TOTAL 850 (400 externals [280 in May and 120 in September] and 450 internals)	TOTAL 860 (405 externals [285 in May and 125 in September] and 455 internals)

* **The exact number of places on offer at the admission test in September 2013 will be decided after 18 July 2013. Without changing the overall number of set places (for each degree programme), the number of places on offer in September will depend on how many of the students admitted after the July/August 2012 “Summer School” tests and April 2013 tests have actually completed enrolment at LUISS.**

* **Degree Programme / major and admission test entirely in English**

** **For DDIM admission criteria, see page 11**

It is stressed that the set overall number of places on master’s degree programmes and the specifications for degree programmes is purely indicative. It is not possible to be certain in advance of the number of students coming from other universities (“externals”) and their degree programme choices and this holds true also for LUISS graduates (“internals”), who can enrol directly (without having to sit an admission test) for master’s degree programmes. Therefore, the breakdown of the overall number of places (for each degree programme) made by the Admission Tests Commission may well turn out to be different subject of course to respecting the maximum number of students that can enrol in master’s degree programmes in Economics and Political Science (600 and 260 respectively).

SUMMER SCHOOL – ADVANCE ADMISSION TEST

ADVANCE SESSION FOR STUDENTS IN THE PENULTIMATE YEAR OF UPPER SECONDARY SCHOOL. ADMISSION FOR 2013/2014 ACADEMIC YEAR - 3-YEAR BACHELOR’S DEGREE AND SINGLE-CYCLE DEGREE PROGRAMMES

It should be noted that students in their fourth year of upper secondary school in 2011/2012 who attend LUISS Summer School in July/August 2012 may book in advance enrolment in a LUISS 3-year bachelor’s degree or single-cycle degree programme for the 2013/2014 academic year on condition that they pass a special admission test for that purpose. Candidates will have to obtain a minimum score of 70 in order to pass the test, bearing in mind also that there is no set number of candidates who can be admitted.

Reference should be made to the LUISS Summer School Test Regulations for more information on the holding of the test, admission criteria, test dates, etc.

STUDENTS EXEMPTED FROM SITTING THE ADMISSION TEST

There is an exemption from sitting the admission test (limited to degree programmes / majors taught in English) for **students resident/living abroad** enrolled in and attending an upper secondary school / university abroad (that furnishes a certificate of enrolment and letter of introduction) where students will be awarded their final school leaving qualification.

Also exempted from sitting the test is a set number of students, making up the so-called **foreign contingent**, consisting of **non-EU students resident abroad** (as provided for under existing law).

A special purpose examining commission (whose members will be the Head of the Department, a professor designated by the latter and the Head of Research and Teaching) will evaluate the documentation submitted by every candidate and will draw up a ranking based on the requisites that the commission itself will specify (SAT, GMAT or GRE score, age, previous schooling, etc).

- SAT is a necessary prerequisite for the selection of international students for 3-year bachelor's degree programmes taught in English at LUISS.
- GMAT or GRE is a necessary prerequisite for the selection of international students for master's degree programmes taught in English. For access to degree programmes in Political Science, solely the results of the "Verbal" and "Analytical Writing" sections of GMAT will be taken into account.
- An application form will be published online in the English part of the University's website.
- When filling out the application online students will be e-mailed a memo indicating all of the successive steps to be followed.
- Students will have to send the University a copy of the SAT, GMAT or GRE certificate by the deadline specified in the announcement (the original will have to be delivered at a later date).

Students exempted from sitting the admission test must submit their application (and send the relevant documentation) between 19 September 2012 and 31 May 2013.

The following is the maximum number of students exempted from the admission test for the 2013/2014 academic year:

- 15 exempted from the test, of which 5 as the foreign contingent, for the 3-year bachelor's degree programme in *Economics and Business*;
- 15 exempted from the test, of which 5 as the foreign contingent, for the major taught in English of the 3-year bachelor's degree programme in Political Science;
- 25 exempted from the test, of which 15 as the foreign contingent, for the master's degree programme in *Management*;
- 5 exempted from the test, of which 2 as the foreign contingent, for the *Financial Economics* major of the master's degree programme in *Economics and Finance*;
- 20 exempted from the test, of which 10 as the foreign contingent, for the major taught in English of the master's degree programme in *Political Science – International Relations*.

AMOUNT OF THE SINGLE TUITION FEE

	3-Year Bachelor's Degree Programmes in Economics and Political Science (and Legal Studies for the remaining years)		Single-Cycle Master's Degree Programme in Law		Master's Degree Programmes in Economics and Political Science (and Law for the remaining years)	
	2012/2013	2013/2014	2012/2013	2013/2014	2012/2013	2013/2014
1 ST YEAR	8,300	8,600	8,700	9,000	9,300	9,600
2 ND YEAR	8,000	8,300	8,400	8,700	9,000	9,300
3 RD YEAR	7,500	8,000	7,800	8,400		
4 TH YEAR			7,500	7,800		
5 TH YEAR			7,200	7,500		
1 ST EXTRA YEAR	2,100	2,400	2,100	2,400	2,700	3,000
1 ST EXTRA YEAR	5,400	5,700	5,400	5,700	6,000	6,300
2 ND EXTRA YEAR and subsequent ones (new and old university system)	8,300	8,600	8,300	8,600	9,300	9,600

* 1st extra year (i.e. doing a programme outside the prescribed timeframe therefor) – students who pass the exam by the 2012/2013 extraordinary session

** 1st extra year (i.e. doing a programme outside the prescribed timeframe therefor) – students who do not pass the exam by the 2012/2013 extraordinary session

OTHER AMOUNTS

Various Fees

Enrolment for single courses: € 1,300

Duplicate of academic record booklet (*libretto universitario*): € 150

Duplicate of university ID badge (*badge universitario*): free of charge

Transfer to another university: € 150

Degree charge (inclusive of stamp duty and sending costs): € 200

Late Payment Charge and Penalty

For late payment of the tuition fee a charge of € 50 per instalment per month or part thereof will apply commencing from the eighth day after the passing of the payment deadline.

Students in their second or subsequent years within the course timeframe who have not met the deadline for the payment of the 1st instalment will be liable not only for the late payment charge of € 50 but also a penalty of € 300 commencing from the eighth day after the passing of the payment deadline.

Basketball Players Exemption

Among students enrolled in 3-year bachelor's degree, single-cycle degree and master's degree programmes, a maximum of 15 total exemptions from tuition fees are granted to students/athletes playing on the Associazione Sportiva LUISS semi-professional basketball team.

ADMISSION TESTS

3-YEAR BACHELOR'S DEGREE AND SINGLE-CYCLE MASTER'S DEGREE PROGRAMMES

Fee for sitting test: € 100

Dates for admission tests and registration:

admission test – April 2013

start and end dates for submission of applications

deadline for registration of those admitted in April 2013 and following the July/August 2012 LUISS Summer School test (payment and application)

deadline for registration of reserves called to fill the remaining places

Thursday 18/04/13, 3 p.m. (throughout Italy)

Wednesday 09/01/13 – Monday 15/04/13

Thursday 4/07/13

Wednesday 17/07/13

admission test – September 2013

start and end dates for submission of applications

deadline for registration of those admitted in September 2013

deadline for registration of reserves called to fill the remaining places

start of lessons (registered students)

Tuesday 03/09/13, 3 p.m. (just in Rome)

Monday 10/06/13 – Friday 30/08/13

Thursday 12/09/13

Wednesday 18/09/13

Monday 23/09/13

The Admission Tests Commission consists of the Director General, the Rector, the Pro Rector (Teaching) and the four Heads of the Departments, or their delegates.

Within the scope of its powers and at its absolute discretion before correction of the tests, the Commission may set a minimum score for admission, which could lead to the exclusion of candidates with a very low score even if all the places on offer have not been filled.

The admission test is one and the same for all degree programmes. Candidates who wish to compete for a place in degree programmes taught in English must sit the entire test in English. The test consists of 100 multiple choice questions that must be answered and lasts 90 minutes. There will be aptitude and psychological questions (80%) as well as questions on general knowledge (10%) and ones to test knowledge of the English language.

One point will be awarded for every correct answer, a quarter of a point will be deducted for every wrong answer. No answer or a multiple answer will be given zero points.

The admission test for degree programmes in English will be the English translation of the Italian test.

Section Criteria:

- April admission: **results of the test (60%) and average grades in the penultimate year of school (40%)**

The candidate's school record score is calculated by taking the average of the grades obtained in the final exam for the **penultimate year of** upper secondary school in relation to all subjects except the grades for religion, physical education, conduct and any other subject where the evaluation is expressed in a descriptive way.

Candidates will have to input their subjects and grades online and the system will automatically calculate the arithmetical average.

- September admission test: **results of the test (60%) and grade obtained in final school exams (40%)**

AFTER THE ADMISSION TEST THE FOLLOWING 5 RANKINGS OF ADMITTED STUDENTS WILL BE DRAWN UP

DEPARTMENTS OF ECONOMICS

1. *Economics and Management*
2. *Economics and Business* (degree programme and test in English)

DEPARTMENT OF POLITICAL SCIENCE

3. *Political Science*
4. *Politics, Philosophy and Economics* (major and test in English)

DEPARTMENT OF LAW

5. *Single-Cycle Master's Degree Programme*

MASTER'S DEGREE PROGRAMMES

Fee for sitting test: € 120

Dates for admission tests and registration:

admission test – May 2013

start and end dates for submission of applications

deadline for registration / enrolment in classes of those admitted in May 2013

deadline for registration of reserves called to fill the remaining places

Thursday 16/05/13 10 a.m. (throughout Italy)

Friday 1/02/13 – Monday 13/05/13

Thursday 4/07/13

Wednesday 17/07/13

admission test – September 2013

start and end dates for submission of applications

deadline for registration / enrolment in classes of those admitted in September 2013

start of lessons (registered students)

Friday 06/09/13, 10 a.m. (just in Rome)

Monday 10/06/13 – Wednesday 4/09/13

Wednesday 18/09/13

Monday 23/09/13

The Admission Tests Commission consists of the Director General, the Rector, the Pro Rector (Teaching) and the Heads of the Departments of Business and Management, Economics and Finance and Political Science, or their delegates.

Within the scope of its powers and at its absolute discretion before correction of the tests, the Commission may set a minimum score for admission, which could lead to the exclusion of candidates with a very low score even if all the places on offer have not been filled.

The admission test, lasting 60 minutes, will consist of 60 multiple choice questions that must be answered, of which 10 in English, covering matters specific to the degree programme that candidates are seeking access to.

- For the Departments of Economics, the 60 questions will cover matters pertaining to the following disciplines: economics, business economics, mathematics, statistics, finance and law.
- For the Department of Political Science, the 60 questions will cover matters pertaining to the following disciplines: history, politics, law, economics, sociology and communication.

One point will be awarded for every correct answer, a quarter of a point will be deducted for every wrong answer. No answer or a multiple answer will be given zero points.

The admission test for degree programmes / majors in English will be the English translation of the Italian test.

The final rankings will be based exclusively on the results of the admission test.

LUISS graduates of 3-year bachelor's degree programmes whose final grade is 100/110 or better are granted direct access to master's degree programmes of their Department without the need to sit the admission test (which is a prerequisite, regardless of final grade, for graduates coming from other universities and for LUISS graduates coming from other departments).

LUISS graduates whose final grade is lower than 100/110 and LUISS undergraduates whose grade point average is lower than 27/30 may be admitted only if they pass the admission test.

LUISS undergraduates or undergraduates coming from other universities may enrol in classes for master's degree programmes in Economics or Political Science on condition that they graduate by **30 November 2013**.

**AFTER THE ADMISSION TEST THE FOLLOWING 8 RANKINGS OF ADMITTED STUDENTS WILL BE DRAWN UP
(in turn broken down by LUISS students and students from other universities)**

DEPARTMENTS OF ECONOMICS

1. *Economics and Business Management*
2. *Economics and Finance*
3. *Financial Economics* (major and test in English)
4. *Business Consulting*
5. *Management* (degree programme and test in English)

DEPARTMENT OF POLITICAL SCIENCE

6. *International Relations*
7. *International Relations* (major and test in English)
8. *Government Studies and Public Communication*

RULES FOR ENROLMENT IN THE *DOUBLE DEGREE IN INTERNATIONAL MANAGEMENT PROGRAMME*

Selection for admission to the Double Degree in International Management (DDIM) programme is restricted to:

- LUISS students coming from the Faculty of Economics, exempted from the admission test on the basis that they have already graduated with a grade of at least 100/110 or are undergraduates whose average is at least 27/30 (also those with a grade point average of at least 26.5 may apply) who will graduate by July 2013; and
- students coming from other universities who have already graduated in economics, engineering or statistics with a grade of at least 100/110 or are undergraduates whose current weighted average based on the exams sat so far is at least 27/30 (also those with a weighted grade point average of at least 26.5 may apply) who will so graduate by July 2013.

LUISS students must submit their applications between 27 February 2013 and 7 May 2013 inclusive.

Students from the above mentioned degree programmes coming from another university must in any case enrol, subject to first checking that they fulfil the necessary academic requirements, and pass the admission test for the Management degree programme, opting on the application form for the Double Degree in International Management. Solely students who pass the admission test may participate in the second phase of the selection process for the DDIM along with the LUISS students who have applied.

The second stage of the selection process (scheduled to take place at the end of May or start of June 2013) will consist of a motivation interview and an assessment of the candidate's curriculum vitae (adequate knowledge of English is required, at least B2+), at the end of which the Commission will draw up a single ranking (covering students from LUISS and other universities) to admit a maximum of 15 students.

Whoever is not selected for the DDIM may enrol in Management if a student coming from another university or enrol in any master's degree programme of the Economics Departments if a LUISS student.

**ACADEMIC REQUIREMENTS FOR STUDENTS COMING FROM OTHER UNIVERSITIES
(OR FOR LUISS STUDENTS COMING FROM OTHER DEPARTMENTS) WHO WISH TO SIT THE
ADMISSION TEST FOR MASTER'S DEGREE PROGRAMMES AT LUISS**

DEPARTMENTS OF ECONOMICS – ALL MASTER'S DEGREE PROGRAMMES

Students coming from other universities may directly register for the admission test if their programme belongs to one of the following degree classes (L):

DIRECT ACCESS TO THE ADMISSION TEST
Degree Classes
L-18 (Ministerial Decree 270/04) and 17 (Ministerial Decree 509/99) – Economics and Business Management Studies
L-33 (Ministerial Decree 270/04) and 28 (Ministerial Decree 509/99) – Economic Studies

For students whose programme belongs to other degree classes:

ACCESS TO THE ADMISSION TEST IS CONDITIONAL ON POSSESSING A TOTAL OF AT LEAST 40 UNIVERSITY EDUCATIONAL CREDITS PERTAINING TO THE FOLLOWING DISCIPLINES
Disciplines
Economics
Business Economics
Mathematics
Statistics
Finance
Law

DEPARTMENT OF POLITICAL SCIENCE

Students coming from other universities may directly register for the admission test if their programme belongs to one of the following degree classes:

DIRECT ACCESS TO THE ADMISSION TEST POLITICAL SCIENCE – INTERNATIONAL RELATIONS
Degree Class
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 and Organisation Studies
L-37 (Ministerial Decree 270/04) and 35 (Ministerial Decree 509/99) – Social Sciences for Cooperation, Development and Peace

DIRECT ACCESS TO THE ADMISSION TEST POLITICAL SCIENCE – GOVERNMENT STUDIES AND PUBLIC COMMUNICATION
Degree Class
L-20 (Ministerial Decree 270/04) and 14 (Ministerial Decree 509/99) – Communication Studies
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 and Organisation Studies

Students from programmes belonging to degree classes other than those specified above (or LUISS students coming from other departments) may register for the admission test solely if they possess a minimum amount of university educational credits in certain subjects as listed below:

Master’s Degree Programme in “International Relations”

<i>disciplines</i>	credits
Economics – Statistics	8
Law	16
Sociology – History – Politics	16
Languages	8
TOTAL	48

Master’s Degree Programme in “Government Studies and Public Communication”

<i>discipline</i>	credits
Sociology – History – Politics / Semiotics and Communication	8
Law	8
Economics – Statistics	8
Languages	8
TOTAL	32

MINIMUM NUMBER OF STUDENTS REQUIRED TO COMMENCE DEGREE PROGRAMMES, MAJORS/PROFILES AND COURSES

The commencement of degree programmes, majors, profiles and courses is conditional upon the following minimum number of enrolments:

- Degree Programme: **minimum 40 students**
- Major / Profile **minimum 20 students**
- Electives: **maximum 100 students ***
- Additional Courses:** **minimum 50 students**
- Courses taught in a foreign language **minimum 20 students**
(currently envisaged only in the Department of Law
as an alternative to the official course taught in Italian).

* The proposed courses must not exceed 3 for each profile/major/area of interest, within the degree programme, and in any case their number will not exceed the average for such courses in previous years. A maximum of 100 students can enrol in each such course (on a first come first served basis).

** Courses in addition of those actually required to be awarded the degree. Additional courses may be commenced even if fewer than the prescribed minimum of students (20) enrol provided that the professor and assistants waive their remuneration for teaching the course.

2013/2014 ACADEMIC CALENDAR

LECTURES	OFFICIAL EXAMS
<p>1st Semester <u>Start</u> Monday 23 September 2013 <u>End</u> Saturday 7 December 2013 (11 weeks)</p> <p>For the Departments of Economics and Political Science lectures for the second and third years of 3-year bachelor's degree programmes and the second year of master's degree programmes will start on Monday 16 September 2013 (and will end on 7 December 2013 as for first years).</p> <p>2nd semester <u>Start</u> Monday 17 February 2014 <u>End</u> Saturday 17 May 2014 (13 weeks)</p>	<p><i>Extraordinary Session</i></p> <ul style="list-style-type: none"> Monday 9 December – Friday 20 December 2013 (just one exam date for subjects taught in the first semester) Tuesday 7 January – Saturday 15 February 2014 <p><i>Summer Session</i></p> <ul style="list-style-type: none"> Monday 19 May – Saturday 5 July 2014 <p><i>Autumn Session</i></p> <ul style="list-style-type: none"> Monday 1 September – Saturday 13 September 2014 <p><u>Solely for students enrolled for the 2013/2014 academic year in the third year of 3-year bachelor degree programmes, the second year of master's degree programmes and the fifth year of single-cycle degree programmes.</u></p> <ul style="list-style-type: none"> 1 – 31 October 2014
<p>N.B.</p> <ul style="list-style-type: none"> Students doing their programme outside the prescribed timeframe therefor may choose any exam date. The individual departments set the number of exam dates within each exam session. Degree exam sessions are set directly by the Student Office. As a general rule exam sessions do not coincide with lecture periods for students doing their programme within the prescribed timeframe therefor. 	

TRANSFERS AND SHORTENING OF PROGRAMMES

TRANSFERS TO ANOTHER UNIVERSITY

Transfers from another university, permissible solely for the second and third years of a 3-year bachelor's degree programme and for the second, third and fourth years of a single-cycle degree programme, towards the same degree programme or a degree programme other than the one of origin, are subject to approval by the relevant department board at LUISS, which will decide on the year of enrolment and the number of credits/exams sat that can be recognised.

Students enrolled in a programme at another university may transfer into 3-year bachelor's degree programmes in Economics and Political Science at LUISS provided that they have a grade point average of at least 27/30 and have earned at least 24 credits if wishing to enrol in the second year and at least 90 credits if wishing to enrol in the third year. Those credits must have been earned consistent with the rules of the degree programme that they intend to transfer to.

Students enrolled in a programme at another university may transfer into the single-cycle master's degree programmes in Law at LUISS provided that they have a grade point average of at least 27/30 and have earned at least 24 credits if wishing to enrol in the second year, at least 60 credits if wishing to enrol in the third year and at least 90 credits if wishing to enrol in the fourth year. Those credits must have been earned consistent with the rules of the degree programme that they intend to transfer to.

TRANSFERS TO ANOTHER UNIVERSITY

Students due to enrol for the 2012/2013 academic year who request a transfer to another university after the commencement of lectures but by 5 November 2013 must solely pay the sum of € 500 in addition to the regional student welfare tax. After 5 November 2013 and up to 29 November 2013 the entire amount of the first instalment of the tuition fee is payable. From 2 to 31 December 2013 the entire amount of the first and second instalments of the tuition fee is payable.

SHORTENED PROGRAMME

An application to shorten a programme may be submitted:

- to the Department of Law by students who hold a 3-year bachelor's degree, 4-year bachelor's degree or a master's degree;
- to the Departments of Economics and Political Science – 3-Year Bachelor's Degree Programmes – by students who hold a 3-year bachelor's degree, 4-year bachelor's degree or a master's degree;
- to the Departments of Economics and Political Science – Master's Degree Programmes – by students who hold a 4-year bachelor's degree or a master's degree.

A preliminary application to shorten the programme must be submitted to the Student Office, accompanied by a degree certificate showing the exams passed and the credits awarded for each such exam together with the outlines of the single courses, for evaluation by the relevant department boards, who will consider possible enrolment and the year.

Should the credits not match, the relevant department may assess the suitability of the programmes and request that an additional exam be passed whose content will be agreed on a case by case basis with the professor holding the chair in the subject concerned.

The Student Office will subsequently inform the person concerned of the outcome of their preliminary application.

INTERNAL TRANSFERS BETWEEN DEGREE PROGRAMMES

Passing from a degree programme in one department to a degree programme in another department within LUISS itself and moving between degree programmes within the same department, possible commencing from the second year and once only during a student's university studies, are subject to approval by the board of the department receiving the student, which will decide on the year of enrolment and the number of credits/exams sat that can be recognised.

MISCELLANEOUS DEADLINES

- | |
|---|
| <ul style="list-style-type: none">▪ Application for transfer to another university / shortening a programme: 01/07/13 - 06/09/13▪ Application for internal transfer: 01/07/13 - 06/09/13▪ Submission of study plans and change of degree programme: 27/05/13 - 27/06/13 |
|---|

DEADLINES FOR PAYMENT OF TUITION FEES

FOR 3-YEAR BACHELOR'S DEGREE, SINGLE-CYCLE DEGREE AND MASTER'S DEGREE PROGRAMMES

- Deadline for payment of 1st instalment:
(students within the programme timeframe – second and subsequent years) 15 July 2013
- Deadline for payment of 2nd instalment
(students within the programme timeframe) 29 November 2013
- Deadline for payment of 1st instalment:
(students outside the programme timeframe) 31 December 2013
- Deadline for payment of 2nd instalment
(students outside the programme timeframe) 31 January 2014
- Deadline for payment of 3rd instalment
(all students) 4 April 2014