Call for Applications for Admission to Master’s Degree Programs

Selection Process for the 2020/2021 Academic Year – 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.

Participation in the selection process is mandatory for:

- Luiss students who graduated up the 2018/2019 academic year with a grade lower than 95/110 or who will be graduating by the fall session of the 2019/2020 academic year (16 November 2020) whose weighted average grade for exams taken is lower than 25/30 as at the end of the winter official exams session for the 2019/2020 academic year (8 February 2020), who wish to be admitted to a master’s degree program irrespective of the Department concerned;

Registration for the selection is possible solely online by 30 April 2020 inclusive by filling out the online application form

The following courses are available for taking part to the selection:

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*Economics
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 as at the end of the winter official exams session for the 2019/2020 academic year, i.e. 8 February 2020 (including any credits obtained for internships, languages, seminars, soft skills, summer schools, additional courses on condition that they count towards a student’s grade as per the degree program rules, 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, state the year of enrolment in their bachelor’s degree course, upload any GMAT/GRE certificates and declare any experience abroad only if for a stay of not less than one semester (which will be checked by the University of its own motion).

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. To that end, account will be taken of the levels recorded during the student’s university studies by the University Language Center and it will not be necessary to upload any certificate to demonstrate that level.

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.
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, which will be checked by the University of its own motion (10%).

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

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.

Since there is no set number of places on offer for Luiss students, as part of its duties, at its absolute discretion 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 for each Department a minimum score that has to be achieved in order to gain admission to a degree program/major.

Candidates may verify the results of the selection on the University's website logging on the platform using their tax code and the Authentic Code (appearing on the receipt for payment of the registration fee) starting from 15 of May 2020.

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

**Instructions on filling out the application form**

Candidates may fill out the application form for the admission test solely online by 30 April 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 30 April 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 8 February 2020;
3. declare the number of credits earned as at 8 February 2020;
4. declare, if required depending on a candidate's choices, proficiency in the English language of at least level B1 or level B2;
5. declare whether they have GMAT/GRE certification and if so, state the scores and upload a copy of the certificates;
6. declare any experience abroad, valid only if for a period of stay of not less than one semester, which will be checked by the University of its own motion;
7. select up to a maximum of three degree programs and/or majors for which to compete, binding for the purposes of compiling the rankings;
8. 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.

**Please note that it will not be possible to express a further choice after 30 April 2020 since the choices expressed while filling the application is binding for the rankings.**

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.

If the candidate does not want to express the choice of the second and third degree, he/she may select the relevant voice “no further choice” on the appropriate menu.

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 be checked by the University of its own motion.

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.

To complete the application form to sit the admission test, candidates must upload the degree/registration certificate/self-certification evidencing the degree program and degree class that they are coming from, the year of first enrollment, the exams already or yet to be sat, the university educational credits associated with those exams (CFU) and the relevant academic disciplines (SSD), GMAT/GRE certificate if possessed.

**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 14 April 2020 at the very latest. The candidate will be e-mailed the amended application form, to be brought with them to the test venue.
Any request to amend an application form must be received by the peremptory deadline of 5 p.m. - 30 April 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. It will be considered for the selection the latest updated application form as modified by the candidate, while the previous version will not be taken into account.

Registration for the Program

For students admitted following the selection the deadline for paying the first installment of 4,100 euros and registering for their program (iscrizione alla frequenza) as regards to masters’ degree programs is by and no later than 29 May 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 29 May 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.