

## Call for Applications to Sit the Admission Test for Master’s Degree Programs for the 2017-2018 Academic Year

### Who must sit the test and number of places on offer - NON-LUISS STUDENTS

The admission test will be held on **Thursday 13 July 2017 at 10 a.m. in Rome** at Hotel Ergife located at Via Aurelia 617/619.

Registration for the admission test is possible solely online by 5 p.m. on Monday 10 July 2017 inclusive by filling out the relevant application form.

#### Who must sit the test

Without prejudice to minimum curricular requirements, the admission test is mandatory for non-LUISS students. The test is open to:

- students regularly enrolled at university for the 2016/2017 academic year who, irrespective of their degree grade, will graduate by 15 November 2017;
- students holding a bachelor’s degree irrespective of their degree grade.



Candidates who have a **GMAT or GRE** certificate may obtain a percentage **bonus** in the ranking or even an **exemption** from having to sit the LUISS admission test if they obtain and submit the original documentation by 10 July 2017 and authorize LUISS University to access the GMAC database in order to verify the official score report:

<b>GMAT Score</b>	<b>GRE Score (Quantitative and Verbal Sections)</b>	<b>Bonus in the Ranking</b>
from 550 to 600	from 145 to 148	+ 10% of the LUISS test score
from 601 to 649	from 149 to 154	+ 20% of the LUISS test score
650 and above	155 and above	exemption from the LUISS test

Bonus are not cumulable. For more information:

GMAT  
GRE

The following places will be on offer for non-LUISS students through the admission test of 13 July 2017:

<b>Degree Programs Taught in Italian (test in Italian)</b> 	<b>Available Places</b>	<b>Degree Programs Taught in English (test in English)</b> 	<b>Available Places</b>
Amministrazione, finanza e controllo	15	Corporate Finance	15
Gestione d'impresa	15	Management	15
Marketing	15	Marketing - Major: Marketing Analytics & Metrics/ Market Relationship & Customer Engagement	15
Economia e finanza	15	Economics and Finance* - Major: Economics/Finance	15
Governo e politiche	30	Government and Policies - Major: Public Policies	15
Relazioni internazionali	30	International Relations - Major: European Studies/Global Studies	30

\* The Finance and Economics majors taught in English in the 2017-2018 academic year also include a special graduate program called Rome Master in Economics (RoME).

## Test and Admission Criteria

### The Admission Test

The admission test consists of **80 multiple-choice** questions and lasts **90 minutes**. **50%** will be aptitude and psychological questions aimed at measuring reasoning skills and knowledge of the English language and **50%** will be specific knowledge questions aimed at verifying the candidate's basic knowledge of subjects in the master's degree program that they are applying for.

The questionnaire for the English-taught degree programs/majors in Management, Corporate Finance, Marketing Analytics & Metrics, Market Relationship & Customer Engagement, Economics/Finance, European Studies, Global Studies and Public Policies and will be the English translation of the Italian test. For English-taught degree programs/majors, candidates do not need to provide any certification of language proficiency since passing the test in English is proof that candidates meet this requirement.

For the **Department of Business and Management and the Department of Economics** and Finance, the specific knowledge questions will cover the following disciplines: economics, business administration, mathematics, statistics, finance and law.

For the **Department of Political Science**, the specific knowledge questions will cover the following disciplines: history, political science, law, economics, sociology, communications and statistics.

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 blank or that the candidate has given more than one answer to.

### Admission Criteria

**Rankings** are 100% based on the test score.

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.

Taking into account the presumed percentage of students who, despite having gained admission, do not then actually enroll, the Commission may in advance decide to increase the number of candidates to be admitted compared to the number originally set.

At its absolute discretion and prior to the correction of the test, the Commission 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 program/major cannot be changed for any reason after the admission test because the choice expressed is binding for the purposes of publication of the rankings.**

The official rankings will be posted on the University's website. In any event candidates will receive notice of the outcome of the test at the e-mail address specified in their application form.

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 5 p.m. on 10 July 2017 inclusive.

Before filling out the application form the candidate must have already paid the registration fee of 150 euros **by 5 p.m. on 10 July 2017** inclusive in any one of the following ways:

- **credit card** (selecting P in the drop-down menu);
- any UniCredit S.p.A. branch in Italy using a **form** for that purpose filled out in the candidate's name;
- **bank transfer** for holders of a current account with UniCredit.

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.

**When filling out the application form** candidates **must provide the following information** in addition to their personal details:

- **Italian tax and social security number;**
- **the payment authentication code** appearing on the receipt for payment of the registration fee. The code is an eight-digit number and the first two numbers are always **65\*\*\*\*\***. If the payment has been made by **credit card**, the **receipt** will be sent **by e-mail** directly to the candidate's e-mail account given at the time of completing the transaction. If no receipt is issued a duplicate can be requested from any UniCredit S.p.A. branch by communicating one's Italian tax and social security number, registration number (M), the particulars (P) and the year to which payment refers (2017/2018);
- **the chosen master's degree program/major, which cannot be changed** under any circumstances after the admission test because the choice expressed is binding for the purposes of publication of the rankings;
- **e-mail address and mobile phone number** at which the candidate can be contacted by the University.

**Once the application form has been filled out** it is necessary **to confirm** the input data by clicking on the specific "confirm" button and to **print out** the form.

**The print-out of the application form must be delivered in person on the day of the test** as part of the accreditation process. Candidates must also have valid ID with them at the admission test.

**To complete the application form to sit the admission test, candidates must upload – by 10 July 2017 – 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). Also to be e-mailed is a copy of the front and back of the candidate's ID.

Up to the actual date of the admission test, candidates can always access the application form that they have filled out and print a copy thereof, if necessary, but without amending any details.

### **Request to amend input 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 **ammissione@luiss.it** by 5 p.m. on 10 July 2017 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. on 10 July 2017. 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. A candidate who has requested an amendment must bring the latest updated application form received to the test location, signing and delivering it at the time of accreditation

Disabled candidates, including those with a temporary disability or a specific learning disability (SLD), should inform the Student Office by e-mail at [ammissione@luiss.it](mailto:ammissione@luiss.it) of their needs by 21 March 2017 so that the University can take steps to ensure that they are able to sit the admission test in a regular manner.

In the case of disability proved by certification attesting to a degree of invalidity of at least 66% or in the case of a specific learning disability proved by appropriate documentation issued not prior to 2014, the relevant commission will assess what compensatory strategies are to be devised for the admission test, including 30% more time, the use of a calculator (which candidates must bring themselves) and assistance from a tutor solely for the purposes of reading the questions and/or filling out the answer sheet.

## **Minimum Curricular Requirements – Department of Business and Management and Department of Economics and Finance**

To be eligible to sit the admission test, a candidate's study plan must fulfill 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 sit the admission test 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](mailto: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

To be eligible to sit the admission test, a candidate's study plan must fulfill certain minimum curricular requirements.

For the **International Relations** degree program and the majors in **European Studies** and **Global Studies**, 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.

For the **Government and Policies** degree program students who are registered in or have graduated from one of the following degree classes already meet the curricular requirements:

- **L-20** (Ministerial Decree 270/04) and 14 (Ministerial Decree 509/99) – Media 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.

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 sit the admission test 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](mailto:ammissione@luiss.it) specifying the master's degree program of interest.

## Registration for the Program and University Enrollment

University enrollment (immatricolazione) is subject to payment of an annual single tuition fee (contributo unico) and a regional student welfare tax (tassa regionale per il diritto allo studio universitario). The tuition fee is defined as 'single' in the sense that it is the same for all students irrespective of their financial means. To facilitate students the University permits payment in installments.

For the 2017/2018 academic year the amount of the single tuition fee for all master's degree programs is 11,000 euros payable in three installments.

For students admitted following the test of 13 July 2017 the deadline for University enrollment/registering prior is **25 July 2017**:

- Students who have to graduate must register for master's degree program filling out the form online and paying only the first installment; it is not necessary to submit any documentation to the Student Office
- Graduates must enroll filling out the form online, paying the first installment and the regional student tax and delivering the enrollment application.

The single tuition fee will be reduced by 20% for siblings who are registered students in the same academic year provided that they notify the University.

Students registered for their program must then 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), paying the regional student welfare tax set by the Lazio Region in June 2017 and stamp duty of 16 euros.

The deadline for registering for one's program is a peremptory one and therefore it cannot be remedied after expiry by making a late payment charge.

For the purposes of completing university enrollment the bachelor's degree must be conferred by and no later than 15 November 2017.

An automatic refund of the first installment of the single tuition fee is possible solely in cases where the bachelor's degree is not conferred by the deadline of 15 November 2017, to be proved by exhibiting an appropriate certificate from the university concerned.

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".

Students interested in scholarships, financial aid and accommodation at the University's halls of residence should contact the Student Union (Diritto allo Studio).