

## CALL FOR APPLICATIONS FOR DOUBLE DEGREE PROGRAMS

PROGRAM	DESTINATION	MASTER'S DEGREE / MAJOR	MOB. YEAR
China Foreign Affairs University (CFAU)	Beijing, China	International Relations / <i>all majors</i>	2 <sup>nd</sup> year (2019-20)
King's College London	London, UK	International Relations / <i>all majors</i>	1 <sup>st</sup> year (2018-19)
Moscow State Institute of International Relations (MGIMO)	Moscow, Russia	International Relations / <i>all majors</i>	1 <sup>st</sup> year (2018-19)

**Applications can be submitted  
from March 28<sup>th</sup> until April 27<sup>th</sup>, 2018 at 16.00**

This call is open to:

- Students enrolled in the **final year** of the **Bachelor's Degree** in the academic year 2017-18;
- **Graduates in a Bachelor's Degree**, who have not graduated before the Summer Graduation Session of the a. y. 2015-16 (July 2016) and who have not enrolled yet in a LUISS Master's Degree at LUISS.

All DD candidates must be able to enroll in the applicable LUISS Master's Degree. Please note that non-LUISS DD candidates will have to secure the possibility to enroll in the LUISS Master's Degree separately by following the procedures contained in the [Graduates Admission website](#).

### A. GENERAL RULES

Selected students will have the possibility to attend courses and take their respective exams both at LUISS and at the partner university. If compliant with both universities' rules and conditions, as for credits envisaged, attendance, deadlines, academic integrity, etc., participating **students will receive two degrees**, which will be issued according to each university's procedures.

Selected students will spend abroad the 1<sup>st</sup> or the 2<sup>nd</sup> year of the Master's Degree during the a. y. 2018-19 or 2019-20, depending on each program<sup>1</sup>, and will be registered at LUISS during their stay at the partner university. They will not be required to pay additional tuition fees at the partner university, but they will continue paying fees to LUISS<sup>2</sup>.

<sup>1</sup> For further information about the mobility structure, see the table in page 1. Please note that the mobility structure for each program is defined and cannot be changed.

<sup>2</sup> Except for the DD with King's College. Please see the specific program rules in paragraph B.1.

All expenses related to the participation in the program, notably transport, accommodation and food, administrative expenses, costs associated with securing a visa, medical/health/accident insurance, books and personal expenses, will be borne by students. Furthermore, students must comply with all the regulations of the receiving university in order to obtain its Degree.

Exams passed at the partner university during the mobility period will be transferred to the LUISS career according to the DD study plan. It is not possible to request an official renounce of the registration.

## **B. SPECIFIC PROGRAM RULES**

### **B.1. DD with KING'S COLLEGE LONDON**

Students selected for this DD will be registered at LUISS during their stay at the partner university. Students will be required to pay additional tuition fees to King's College and they will continue paying tuition fees to LUISS.

### **B.2. DD with CFAU**

Applications from students or graduates holding only Chinese citizenship cannot be accepted.

By February 2019, students selected for this program will have to send to the International Development Office a Research Plan of their Master Thesis (within 500 words) and a Short Introduction of their LUISS thesis supervisors.

### **B.3 DD with MGIMO**

In order to be awarded with the MGIMO Degree, students selected and taking part to the DD with MGIMO will need to graduate within the first MGIMO and LUISS official graduation session (held in LUISS) of their Master's Degree Program (July 2020).

## **C. COMPATIBILITY WITH OTHER INTERNATIONAL PROGRAMS**

### **C.1. Compatibility among the DD Programs of this Call for Applications**

Eligible students are **allowed to apply to all the three (3) DD Programs** included in this Call for Applications and will rank the programs according to their preferences at the moment of application. Please note that this preference is completely binding and cannot be changed after the application has been correctly submitted.

Students will be selected for only one DD within their list of preferences and will be removed from the selection procedures of the other DD programs.

Students who are not selected for any DD can remain in the waiting list of more than one DD. If they are recalled from the waiting list of any program (regardless of their preference) and they confirm their participation, they will be subsequently removed from the other waiting lists.

Refusal or missing confirmation of the DD selection in compliance with the rules explained in paragraph 1. Acceptance implies the official withdrawal from all the DD programs included in this Call for Applications.

### **C.2. Compatibility with DD Programs in other Call for Applications**

Eligible students are allowed to apply to this Call for Applications and the Call for Applications for DD Programs in the Department of Business and Management and the Department of Economics and Finance. Students are required to respect the instructions on the compatibility among DD programs as specified in each Call.

Students may be selected for one DD Program in each Call for Applications. In case the student confirms one program, he/she will be removed from the list of selected students of the other DD program.

### C.3. Compatibility with the QTEM or the International Student Exchange program

Selected students for a DD program in this Call for Applications are **not allowed** to apply to other DD programs open to students enrolled in the 1<sup>st</sup> year of the Master’s Degree or the International Student Exchange program during the a.y. 2018-19.

Students or graduates who have been selected for the **QTEM program** for the mobility 2018-2019 are **not allowed** to apply to this Call for Applications.

### D. AVAILABLE SLOTS

China Foreign Affairs University	8
King’s College London	5
Moscow State Institute of International Relations (MGIMO)	8

### E. REQUIREMENTS

Eligible students and graduates can apply if they comply with the requirements for each DD specified in the Appendix 1 by the application deadline.

The following requirements are valid for all DD programs:

- Candidates must be **able to enroll to the LUISS Master’s Degree** indicated in the table on page 1 in compliance with the [Admission Procedure for LUISS Master’s Degree](#).
- Graduates must **not have graduated before the Summer Graduation Session of the a.y. 2015-16** (July 2016).
- LUISS students will be able to participate only if they have **no pending administrative issues** with LUISS.
- Only for DD programs for a mobility in the 1<sup>st</sup> year of the Master’s Degree (2018-19): Students enrolled in the final year of the Bachelor’s Degree in the a.y. 2017-18 must **graduate by the Summer Graduation Session of the a.y. 2017-18** (July 2018).

### F. APPLICATION PROCEDURE

Applications can be submitted **from March 28<sup>th</sup> until April 27<sup>th</sup>, 2018 at 16.00.**

**LUISS students** must complete the application form<sup>3</sup> and upload the required attachments in the web self-service area of the LUISS website.

**Graduates and non-LUISS students** must send the application form duly filled out and signed in PDF format, with the required attachments, to the International Development Office ([international@luiss.it](mailto:international@luiss.it)). The application form can be found in the Appendix 3 of this Call for Applications.

Only applications accompanied by all documentation and received by the application deadline will be considered.

<sup>3</sup> Students are required to read carefully the application guidelines in the Appendix 4 of this Call for Applications.

In case of doubts about the documents to upload or to get further information about the requested documents, students are invited to contact the International Development Office before the application deadline.

## G. SELECTION

An Academic Commission nominated by the Dean of the Department of Political Science will select students on the basis of a **non-disputable evaluation**.

The selection follows a **2-step process**:

**Step 1:** The eligible candidates will be ranked after the analysis of their **academic performance** (weighted average grade and English language proficiency, each weighting 60% and 40%).

The weighted average grade considered for this selection procedure will be the one registered by the application deadline<sup>4</sup>. Candidates are responsible to check its accuracy in due time.

The English proficiency performance will be assigned according to the following table:

Language levels	Cambridge	IELTS	TOEFL IBT	Other
C2, C2.2, C2A, C2M, C2.1, C2B, C2S	CPE, CAE grade A	8.00 - 9.00	120 - 105	
C1, C1.3, C1A, C1.2, C1M, C1.1, C1S, C1B	CAE grade B, C FCE grade A	7 - 7.5	104 - 91	Bachelor's Degree totally taught in English (obtained or ongoing); International Secondary School Diploma taught in English.
B2, B2.6, B2++, B2+2, B2A, B2.5, B2+, B2+1, B2.4	FCE grade B	6.5	90 - 75	
B2.3, B2M, B2.2, B2.1, B2S	FCE grade C	5.5 - 6	74 - 65	

The Academic Commission will rank eligible candidates and summon all or part of the candidates to the interview. Please note that it is mandatory to confirm via email the attendance to the interview and applicants who fail to do so can be excluded from the interview.

**Step 2:** An **interview**, to be held in the Viale Romania Campus in mid-May, will be carried out in English and Italian by member/members of the Academic Commission and the International Development Office. Taking into consideration the academic performance (Step 1), the CV and the motivation letter, the interview will analyze the motivation, the academic background<sup>5</sup>, and the previous academic or professional experiences<sup>6</sup> of the candidate and is a **key part of the selection process**.

The International Development Office reserves the right to request further details or documents to applicants.

The candidates will be selected and ranked by the Academic Commission after the interview (Step 2). As a result of the interview and the analysis of the additional required documents, the Commission has the right to revise the ranking in the Step 1 and to exclude a candidate if not considered suitable for the program.

<sup>4</sup> The registration of the exams taken during the international mobility programs during the 1<sup>st</sup> semester of the a.y. 2017-18 depends primarily on the Partner universities timing.

<sup>5</sup> The academic background of students enrolled or graduated in a Bachelor's Degree from a field other than Economics, Finance, Management, or Marketing will be analyzed by the Commission on a case by case basis.

<sup>6</sup> Other topics could be decided by the Academic Commission.

## H. PUBLICATION OF RESULTS

The selection results will be communicated by e-mail to the applicants **by May 28<sup>th</sup>, 2018** (TBC).

The selection results are **considered provisional** until selected students comply with the requirements specified in the paragraph E. Requirements and the Appendix 1 and to enroll in the applicable Master's Degree in the a.y. 2018-19.

## I. ACCEPTANCE

Selected students will be required to confirm their acceptance through written notification **within one working day** from the publication of results.

In case of refusal or missing notification by the deadline, the following candidate in the waiting list will be recalled. Recalled students will be required to confirm their participation by written notice within one working day.

Every refusal received after the established deadline will be transferred to the Vice Rector for Teaching who will evaluate its motivations with the Dean of the Department and the Director of Teaching and Research, and will inform the Graduation Commission of those refusals deemed not properly motivated.

## J. ADDITIONAL POINTS

The participation in a DD program will provide additional points to the Final Grade of the Master's Degree, according to [LUISS rules](#).

## K. FURTHER INFORMATION

International Development Office  
email: [international@luiss.it](mailto:international@luiss.it)  
phone: 06 8522 5657

For more information about each DD program, visit its official webpage:

- [China Foreign Affairs University \(CFAU\)](#)
- [King's College London](#)
- [Moscow State Institute of International Relations \(MGIMO\)](#)

## L. DATES TO REMEMBER

Application Deadline	April 27 <sup>th</sup> , 2018 at 16.00
Selection Interview	Mid - May 2018 Viale Romania Campus
Selection Results	By May 28 <sup>th</sup> , 2018
Confirmation of participation	Within one working day

**APPENDIX 1: REQUIREMENTS**

	CHINA FOREIGN AFFAIRS UNIVERSITY (CFAU)	MOSCOW STATE INSTITUTE OF INTERNATIONAL RELATIONS (MGIMO)	KING'S COLLEGE LONDON
<b>BACHELOR GRADUATION AND ENROLLMENT</b>	<b>Students:</b> Bachelor's Degree Graduation <b>by the Summer Session of the a.y. 2017-18</b> (July 2018), only for DD programs for a mobility in the 1 <sup>st</sup> year of the Master's Degree (2018-19). <b>Graduates:</b> Bachelor's Degree Graduation <b>not before the Summer Session of the a.y. 2015-16</b> (July 2016) Willing and able to enroll to the Master's Degree and major indicated in the table on page 1, in compliance with the <a href="#">Admission Procedure for LUISS Master's Degrees</a>		
<b>WEIGHTED AVERAGE GRADE<sup>7</sup></b>	equal to or above <b>27,00</b>		equal to or above <b>27,50</b>
<b>CREDITS</b>	at least <b>128 ECTS<sup>8</sup></b>		
<b>FINAL BACHELOR GRADE</b>	equal to or above <b>100/110</b>		equal to or above <b>107/110</b>
<b>ENGLISH LANGUAGE</b>	<b>B2.3</b> level in English language certified by one of the following <sup>9</sup> : <ul style="list-style-type: none"> <li>• TOEFL min. 78/120 IBT</li> <li>• IELTS min. 6</li> <li>• Cambridge: FCE-First Certificate in English</li> <li>• University certificate (produced by a University Language Centre<sup>10</sup>), or a self-declaration printed from the web self-service</li> <li>• International Secondary School Diploma taught in English</li> <li>• Bachelor Degree totally taught in English (obtained or ongoing)</li> </ul>		One of the following: <ul style="list-style-type: none"> <li>• TOEFL min. 109 and 24 in all skills;</li> <li>• IELTS min. 7.0 and 6.5 in all skills;<sup>11</sup></li> <li>• Cambridge Proficiency - min. A.</li> </ul> The mentioned certificates should not be older than two years.

<sup>7</sup> For applicants studying or graduated abroad: the weighted average grade will be calculated by the International Development Office with a specific grade conversion table.

<sup>8</sup> Only for LUISS students who took part in an international mobility programme during the 1<sup>st</sup> semester of the a. y. 2017-18 for whom the grades have not yet been registered into their student careers: the number of credits considered will take into account those obtained during the 1<sup>st</sup> semester mobility period according to the documents provided in the application (please see Appendix 2 for further details).

<sup>9</sup> The mentioned certificates (TOEFL, IELTS, CAE) should not be older than three years.

<sup>10</sup> In case a LUISS student does not have an English language level issued by the LUISS Language Center (CLA) and does not hold one of the requested certificates, the student has also the possibility to take an ad hoc test at the Trinity School (Accademia Linguistica, Via dei Mille, 35) before April 20<sup>th</sup>, 2018. To register, please send an email to CLA ([cla@luiss.it](mailto:cla@luiss.it), cc International Development Office [international@luiss.it](mailto:international@luiss.it)) no later than April 16<sup>th</sup>, 2018, at 13.00. During the test the use of dictionary or other translation tools is not permitted. For further information about the test and the language level as stated by LUISS, please contact CLA [cla@luiss.it](mailto:cla@luiss.it).

<sup>11</sup> Score update from King's College on 6<sup>th</sup> April 2018.

## APPENDIX 2: ATTACHMENTS REQUESTED IN THE APPLICATION (all documents must be in English and in PDF)

The attachments must be in PDF format readable, scanned and not photographed, and named as follows: DOCUMENT\_SURNAME\_PROGRAM (e. g.: PASSPORT\_ROSSI\_DDIM).

### FOR LUISS STUDENTS



Please note that the APPLICATION must be completed through the web self-service.  
Please also see **HOW TO COMPLETE THE ONLINE APPLICATION**

1. English Language Certificates and/or self-declaration printed from the web self-service;
2. Curriculum Vitae;
3. ID Card or Passport, valid for the destination selected;
4. Motivation letter (one for each program) to be addressed to the International Development Office;
5. Photo in JPG Format;
6. Most recent transcript of records;
7. Most recent transcript of records;
8. Recommendation Letter (only for the DD with MGIMO);
9. Other certificates (optional).

Only for students taking part in an international mobility programme during the 1<sup>st</sup> semester of the a. y. 2017-2018 for whom the grades have not yet been registered into their student careers:

10. A self-declaration by the student indicating the exams passed at the partner university and the proposed recognition in the LUISS student career;
11. Print-out/Screenshot of exams passed at the partner university during the mobility program, if available

These documents will only be used for this selection process. For the formal recognition of credits and grades into the LUISS student career please refer to the relevant procedure of the Student Exchange Office.

### FOR GRADUATES AND NON-LUISS STUDENTS

1. Latest transcript of records including the weighted average grade, credits and grades obtained, or self-declaration (only for students);
2. Transcript of records with indication of the Bachelor's Degree final grade, the weighted average grade and the list of exams, or self-declaration (only for graduates);
3. English Language Certificates, or self-declaration;
4. ID Card or Passport, valid for the destination selected;
5. Motivation letter (one for each program) to be addressed to International Development Office;
6. Curriculum Vitae;
7. Recommendation Letter (only for the DD with MGIMO);
8. Photo in JPG Format;
9. Other certificates (optional)