

International Development Office
Department of Business and Management
Department of Economics and Finance

Rome, December 18th, 2017

Call for Applications - Mobility 2018-19

QTEM - Quantitative Techniques for Economics and Management - Masters Network Program

**Applications can be submitted
from December 18th until February 6th, 2018 at 13.00**

This call is open to:

1. LUISS students enrolled in the **1st year** of the **Master's Degree in Economics and Finance** (all majors) or of the **Master's Degree in Corporate Finance** during the academic year 2017-18.
2. Students enrolled in the **final year** of the **Bachelor's Degree** ¹- both from LUISS and from other Universities - who are willing and able to enrol in the **Master's Degree in Economics and Finance** (all majors) or in the **Master's Degree in Corporate Finance** during the a. y. 2018 2019. Selected students must **graduate by the Summer Graduation Session of the a. y. 2017-18 (July 2018)**.
3. **Graduates** in a **Bachelor's Degree** ¹ - both from LUISS and from other Universities - who have not graduated before the Summer Graduation Session of the a. y. 2015-16 (July 2016) and who have not enrolled yet in the **Master's Degree in Economics and Finance** (all majors) or in the **Master's Degree in Corporate Finance**.

All mobility will take place during the **a. y. 2018-2019**.

¹ Students must be in compliance with the minimum curricular requirements of the departments and follow the procedures contained in the [Graduates Admission website](#).

A. QTEM PARTNERS

QTEM Masters Network Program, hereinafter referred to as QTEM, offered by LUISS, is organized in cooperation with the following partner universities (<http://www.qtem.org/en/academic-partners>):

Country (city)	QTEM Academic Partner	Short name for QTEM
Australia (Melbourne)	MONASH University - Monash Business School	MONASH
Belgium (Brussels)	Solvay Brussels School of Economics and Management ULB - Université libre de Bruxelles	SBS-EM
Canada (Montreal)	HEC Montreal Business School	HEC Montreal ²
China (Hangzhou)	Zhejiang University School of Management	ZHEJIANG ³
China (Xiamen)	Xiamen University School of Management	XIAMEN
Finland (Helsinki)	Hanken School of Economics	HANKEN
France (Nice)	EDHEC Business School	EDHEC
France (Paris)	Université Paris-Dauphine	DAUPHINE
Germany (Frankfurt)	Goethe-Universität Frankfurt Am Main Faculty of Economics and Business Administration	GOETHE
Germany (Munich)	Technical University of Munich - TUM school of management	TUM
Japan (Tokyo)	WASEDA University - Graduate School of Commerce and Graduate School of Economics	WASEDA
Marocco (Casablanca)	ESCA Ecole de Management	ESCA
Netherlands (Amsterdam)	Universiteit van Amsterdam - Faculty of Economics and Business	UvA
Netherlands (Tilburg)	Tilburg University	TILBURG
Norway (Oslo)	BI Norwegian Business School	BI
Portugal (Porto)	Universidade do Porto FEP - School of Economics and Management	PORTO
Russia (Moscow)	National Research University Higher School of Economics - Moscow	HSE Moscow
Russia (St. Petersburg)	National Research University Higher School of Economics - St. Petersburg	HSE St. Petersburg
Switzerland (Lausanne)	HEC Lausanne, Université de Lausanne Faculty of Business and Economics	HEC Lausanne
United Kingdom (Exeter)	University of Exeter - Business School	EXETER

B. GENERAL RULES

Selected students will have the possibility to attend two semesters of courses and take their respective exams at **two different universities** among the QTEM Academic partners mentioned above. If compliant with both universities' rules and conditions, as for credits envisaged, attendance, deadlines, academic integrity, etc., participating students will obtain the final **Master's Degree issued by LUISS**, plus the **QTEM Degree issued by the QTEM network**.

Selected students will spend abroad the whole a. y. 2018-19 at two different partner universities, and will be registered at LUISS during their stay at the partner universities. They will not be required to pay additional tuition fees at the partner universities, but they will continue paying tuition fees to LUISS.

² HEC Montreal will be open as a QTEM destination only for the **Spring semester 2019** and until further notice. HEC Montreal organizes an *ad hoc* compulsory course only for QTEM students during the Spring semester.

³ Zhejiang University will be open as a QTEM destination only for the **Fall semester 2018** and until further notice.

Courses will be held in **English** at the partner universities. In specific cases the access to courses in the local language can be evaluated by the LUISS Academic Coordinator.

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 QTEM program, as available in Appendix 1, in order to obtain the QTEM degree.

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

C. COMPATIBILITY WITH OTHER INTERNATIONAL PROGRAMS

C.1. Compatibility with Double Degree Programs

C.1.1 Eligible students enrolled in the 1st year of the Master's Degree are allowed to apply to QTEM and Double Degree Programs. Should they be selected and confirm their participation to QTEM within the established deadline, they will be automatically excluded from the Double Degree programs they have applied for.

If selected students do not confirm their participation to QTEM according to the rules explained in Paragraph I. Acceptance, they will remain eligible for the Double Degree programs they have applied for.

Students who have already been selected for a DD during the final year of the Bachelor's degree cannot apply to these programs.

C.1.2 Eligible students enrolled in the final year of the Bachelor Degree or Graduates, who have confirmed their participation to QTEM for the mobility 2018-2019, are not allowed to apply for the DD programs.

C.2. Compatibility with the International Student Exchange program

Eligible students are **allowed to apply** to QTEM and the International Student Exchange program.

Students applying to both Calls who will be selected for QTEM must confirm their participation to QTEM within the established deadline as detailed in paragraph I. Acceptance.

If selected students confirm their participation to QTEM, they will be automatically excluded from the selection for the International Student Exchange program and will be removed from the candidates list.

If selected students do not confirm their participation to QTEM according to the rules explained in paragraph I. Acceptance, they will remain eligible for the International Student Exchange program.

D. AVAILABLE SLOTS

The total number of available slots for the a. y. 2018-2019 is **up to 20**.

The Commission might decide, by its not disputable evaluation, to assign none, all or a part of the available slots.

E. REQUIREMENTS

- 1) **C1 English language**⁴ certificate, which **must** be submitted by the application deadline mentioned in paragraph F APPLICATION PROCEDURE.

The English language may be certified by one of the following:

- **International Certificates** [TOEFL min. 91/120 IBT; IELTS min. 7; Cambridge: FCE (First Certificate in English), min. grade A]
 - **University Certificate** (produced by a University Language Centre) or a self-declaration printed from the web self-service
 - **Bachelor Degree entirely taught in English** (obtained or ongoing)
 - **International Secondary School Diploma.**
- 2) **GMAT** certificate with a minimum score of **600/800** (a grade between 650 and 800 is strongly recommended) or an **equivalent GRE** (please refer to this website to find the table of equivalence [LINK](#)).

The GMAT/GRE with the required score may be submitted **after** the application deadline mentioned in paragraph F APPLICATION PROCEDURE, though **priority** in the selection will be given to the students who already possess the aforementioned certificate. The GMAT/GRE with the required score must be in any case submitted no later than **May 14th 2018** and, should a candidate fail to do so, they will be **automatically excluded** from the program.

The sections required by the QTEM, as available at the [LUISS website](#), are:

- **GMAT**
 - ✓ Quantitative
 - ✓ Verbal
- **GRE**
 - ✓ Quantitative Reasoning
 - ✓ Verbal Reasoning

LUISS students will be able to participate only if they are in regular time frame and have no pending administrative issues with LUISS.

F. APPLICATION PROCEDURE

Applications can be submitted **from December 18th until February 6th, 2018 at 13.00.**

In order to apply, **LUISS students** must complete the application form⁵ and upload the required attachments in the web self-service area of the LUISS website.

In order to apply, **graduates and non-LUISS students** must send the application form duly filled out and signed in

⁴ The mentioned certificates (TOEFL, IELTS, CAE) should not be older than three years.

Alternative certificates of language knowledge will be evaluated by the International Development Office. Students has to send them to the International Development Office (international@luiss.it) adequately before the deadline of the call for applications in order to check the admissibility. Please consider that on line courses certificates will not be accepted (eg. Babbel, Lengalia, OLS).

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 January 24th, 2018 (tbc). As an exception only for QTEM applicants, also Economics and Management and Political Science third year students taking part in an international mobility program during the 1st semester of the a. y. 2017-2018 will have the possibility to take the ad hoc test. To register, please send an email to the CLA (cla@luiss.it, cc International Development Office international@luiss.it) no later than January 18th, 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 the CLA cla@luiss.it.

⁵ Students are required to read carefully the Application guidelines in the Appendix 2 of this Call for Applications.

PDF format, with the required attachments, to the International Development Office (international@luiss.it). The application form can be found in the Appendix 3 of this Call for Applications.

Applicants are required to rank⁶ at least **5 destinations** among the QTEM partner universities mentioned in paragraph A **QTEM PARTNERS**, according to their preference and the academic offer of the partner universities. The ranking must **take into account the compatibility with the LUISS academic offer**, based on their Master's Degree, major and year of mobility. Hence, applicants need to check the courses offered by the partner universities on the [QTEM course](#) database.

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

G. SELECTION

An Academic Commission nominated by the Deans of the Department of Economics and Finance and Business and Management will select students on the basis of a **non-disputable evaluation**. The Commission can also include representatives of QTEM Corporate Partners.

The selection follows a **3-step process**:

Step 1: Eligible candidates will be ranked according to their **GMAT/GRE score**. Candidates who do not possess the GMAT/GRE by the deadline will be ranked according to their dossiers, which will be evaluated considering the analysis of their **academic performance** (credits⁷ 50% and weighted average grade 50%), the English language proficiency, the analysis of the motivation letter and curriculum vitae. The academic performance will be calculated on the basis of the data available to the Student Office by the deadline of the call. Candidates are responsible to check its accuracy in due time. The weighted average grade considered for this selection procedure will be the one registered by the application deadline.⁸

In case of ex aequo, previous international mobility experiences, internship experiences, the Bachelor final grade (if available) and knowledge of other languages will be considered.

The Academic Commission will rank eligible candidates and summon all or part of the candidates to the interview.

Step 2: An **interview**, which will be held partially or totally in English, will be carried out by a member/members of the Academic Commission and the International Development Office; additional members from the QTEM Corporate Partners may take part to the interview. Taking into consideration Step 1, the CV and the motivation letter, the interview will analyze the motivation, the academic background⁹, and the previous academic or professional experiences¹⁰ of the candidate and is a **key part of the selection process**.

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

⁶ Please note that this ranking is referred to the **Fall semester mobility** only. The ranking to the Spring semester mobility will be asked to selected students on a later date.

⁷ Please note that the academic performance will take into account all credits registered by the deadline of the call (including credits for "Other Activities, ERS Lab and Internships/Project Work"). Please note that free additional courses are not included in the academic performance.

⁸ The registration of the exams taken during the international mobility program depends primarily on the partner universities timing.

⁹ 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.

¹⁰ Other topics could be decided by the Commission.

Step 3: LUISS will select up to 20 students and the names of these students will be communicated to QTEM’s Central Office (QTEaM) that will rank students also considering the candidates selected by the other QTEM partner universities. The QTEaM will assign the destinations for the Fall semester (a. y. 2018-19) to selected students by March 2018.

H. PUBLICATION OF RESULTS

The selection results will be communicated by e-mail to the applicants by **February 13th 2018 (TBC)**.

Only for candidates who apply without the required **GMAT/GRE** score: the selection results are **considered provisional** until selected students comply with the requirements specified in the paragraph E. REQUIREMENTS.

Only for candidates in their **final year** and **graduate** of the **Bachelor’s Degree**: the selection results are **considered provisional** until selected students 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, Research and Employability, and will inform the Graduation Commission of those refusals deemed not properly motivated.

J. ADDITIONAL POINTS

The participation to QTEM 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
 phone: 06 8522 5657

L. CHECKLIST AND DATES TO REMEMBER

Application Deadline	February 6 th 2018, at 13.00
Deadline to register to the English Language Test	January 18 th 2018, at 13.00
Selection Interviews	February 12 th 2018, TBC
Selection Results	By February 13 th 2018, TBC
Confirmation of participation ¹¹	Within one working day
Confirmation of the destinations for the Fall semester a. y. 2018-19 from QTEaM	March 2018, TBC

¹¹ Please note that this confirmation is for the program. The ranking of the destinations of each selected student will be handed in to the QTEaM secretariat which will assign the destination by March 2018 TBC.

LUISS Admission Test	March 23 rd 2018
Orientation meeting for the Fall semester	April 2018
Deadline for submitting the final GMAT/GRE score, for selected students who handed in the application without the GMAT/GRE certificate	May 14 th 2018

APPENDIX 1: QTEM PROGRAM RULES

QTEM Credits

Selected students are expected to cover abroad two semesters of courses as required by their LUISS career and, therefore, they will need to agree on an *ad hoc* study plan with the Academic Coordinator before departure.

All QTEM students should successfully complete a minimum of **50% ECTS** of highly quantitative or semi-quantitative courses during their 2 years of Master's program (not counting the credits for the thesis), including a minimum of **22 ECTS** of highly quantitative or semi-quantitative courses on average per QTEM exchange.

QTEM Modules

Among the whole 2 years of Master's program, students will need to take a minimum of **20 ECTS** within the same QTEM Module in order to be awarded the QTEM Degree. The maximum number of QTEM modules that can be awarded is 2.

The available QTEM Modules are the following:

QTEM Modules	QTEM sub-Modules (as per the QTEM course database)
Finance and Risk Management	<ul style="list-style-type: none"> • Controlling & Accounting • Finance- Actuarial Sciences • Finance- Banking and Management of Financial Institutions • Finance- Corporate Finance • Finance- Financial Markets and Derivatives • Risk Management
Applied Economics and Public Policy	<ul style="list-style-type: none"> • Microeconomics, Contract & Auction Theory • Policy-Making, Regulation and Pricing • Tax Management and International Optimization Strategies • Macroeconomic Models and Forecasting, Computational Economics
Innovation and Strategy	<ul style="list-style-type: none"> • Entrepreneurship • Strategy; Industrial Organization; Applied Game Theory
Marketing and Supply Chain	<ul style="list-style-type: none"> • Marketing and Sales • Supply Chain, Operations and Logistics Management
Business Intelligence and Big Data	<ul style="list-style-type: none"> • Quantitative Techniques & Tools • Business Intelligence

QTEM Internship and Tracks

In order to obtain the QTEM Degree, students will also need to undertake one **short-term internship**¹² of minimum 300 man-hours full-time equivalent, before, during or after the two exchanges of a semester towards two different partner universities. This is the default **QTEM Track A** which will be assigned to all selected students.

Once selected, the students will be able to ask to be assigned to **QTEM Track B**:

- one exchange of a semester towards one partner university
- one long-term internship¹³ of minimum 600 man-hours full-time equivalent, to be taken in a different country for the home university country and from the country where the mobility exchange took place. The Academic Coordinator will evaluate on a case by case basis to accept request and to recognize a long-term internship (600 man-hours, full-time) taken abroad to replace the second exchange.

Please note that, according to the QTEM rules, the internship may be carried out during or after the 2 years of the Master Degree Program with at least 2 consecutive weeks, but the final definition of the type of collaboration will be agreed between the company and the QTEM participant. An online QTEM internship form and report will also be validated as a QTEM activity and will be necessary for the issuing of the QTEM Degree.

QTEM and LUISS will provide support on the research of the position, nonetheless students are the sole responsible to secure a work position or internship. Selection procedures are autonomously conducted by the private companies and both QTEM and LUISS are not to be held responsible for the work/internship selection result.

¹² The internship can be carried out in Italy, in a QTEM country or in a country outside the QTEM network.

¹³ The internship must not be carried out in Italy nor in the country where the mobility exchange took place.

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_QTEM).

FOR LUISS STUDENTS

1. English Language Certificates and/or self-declaration printed from the web self-service;
2. GMAT/GRE certificate, if available;
3. Curriculum Vitae;
4. ID Card or Passport, valid for the destination selected;
5. Motivation letter;
6. Photo in JPG Format;
7. Other certificates (optional).

Only for students taking part in an international mobility program (Erasmus, Exchange) during the 1st semester of the a. y. 2017-2018 for whom the grades have not yet been registered into their student careers:

8. A self-declaration by the student indicating the exams passed at the partner university and the proposed recognition in the LUISS student career;
9. 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.



Please note that for LUISS students the APPLICATION must be completed through the web self-service.

Please also see **HOW TO COMPLETE THE ONLINE APPLICATION**

FOR LUISS AND NON-LUISS 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. GMAT/GRE certificate, if available;
5. ID Card or Passport, valid for the destination selected;
6. Motivation letter;
7. Curriculum Vitae;
8. Photo in JPG Format;
9. Other certificates (optional)



Please note that for LUISS and non-LUISS graduates and non-LUISS students the application must be completed through the application form, available in appendix 3.

APPENDIX 3: APPLICATION FORM FOR LUISS AND NON-LUISS GRADUATES, AND NON-LUISS STUDENTS

Before filling out the application form, please read carefully the Call for Applications. Please fill out the form with clear capital letters.

<p>QTEM MASTERS NETWORK PROGRAM Application form to be duly filled out, signed and sent by email the International Development Office (international@luiss.it) Deadline for submission: February 6th, 2018 at 13.00</p>	<p>Photo</p> <p>↙ ↘</p>
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1. PERSONAL DATA:

Surname: _____ Name: _____ Nationality: _____
City of birth: _____ Date of birth: ___/___/___ ID / Passport N°: _____
E-mail: _____ Cell Phone: _____
Permanent Address: _____ Postal Code: _____
City: _____ Prov: _____
Current Address: _____ Postal Code: _____
City: _____ Prov: _____

2. CURRICULUM DATA:

University of enrolment at Bachelor level _____
For graduates: Weighted average grade before the Degree Graduation _____
For students: Weighted average grade by the deadline of the Call for applications _____
For students: Credits registered by the deadline of the Call for applications _____

3. APPLICATION DETAILS:**Submission of application to other Double Degree Programs:**

Yes No. If yes, which: _____

Please list the QTEM selected destination in order of preference:

1. _____
2. _____
3. _____
4. _____
5. _____

4. ATTACHMENTS (all documents must be in English):

The attachments must be in PDF format readable, scanned and not photographed, and named as follows: DOCUMENT_SURNAME_PROGRAM (e. g.: PASSPORT_ROSSI_QTEM).

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. GMAT/GRE certificate, if available;
5. ID Card or Passport, valid for the destination selected;
6. Motivation letter;
7. Curriculum Vitae;
8. Photo in JPG Format;
9. Other certificates (optional)

I authorize the processing of my personal data, under the Legislative Decree No. 196/03, for the purposes envisaged by the programme.

**Candidate's signature for acceptance of
the Calls' rules:**

Date:
