

# ACADEMIC PLAN

## FOR DEGREE PROGRAMS

- BACHELOR'S DEGREE PROGRAMS IN ECONOMICS AND POLITICAL SCIENCE
- SINGLE-CYCLE MASTER'S DEGREE PROGRAM IN LAW
- MASTER'S DEGREE PROGRAM IN ECONOMICS AND POLITICAL SCIENCE

## 2014/2015 ACADEMIC YEAR

(Proposal adopted by the Academic Senate at its meeting on June 25, 2013

and approved by the Executive Committee at its meeting on July 11, 2013 and by the Board of

Directors at its meeting on July 15, 2013

and successive changes decided on by the Academic Senate on September 24 and the Executive Committee on October 15, 2013)

## TABLE OF CONTENTS

|   |  |
|---|--|
| <b>MAXIMUM NUMBER OF STUDENTS TO BE ENROLLED IN THE 2014/2015 ACADEMIC YEAR .....</b>   | <b>2</b>                                     |
| <b>SUMMER SCHOOL – EARLY ADMISSION TEST.....</b>  | <b>3</b>                                     |
| <b>STUDENTS EXEMPTED FROM TAKING THE ADMISSION TEST.....</b>  | <b>Errore. Il segnalibro non è definito.</b> |
| <b>TUITION FEE AMOUNTS .....</b>  | <b>5</b>                                     |
| <b>OTHER AMOUNTS .....</b>  | <b>6</b>                                     |
| <b>ADMISSION TESTS.....</b>   | <b>7</b>                                     |
| <b>THREE-YEAR BACHELOR’S DEGREE AND SINGLE-CYCLE MASTER’S DEGREE PROGRAMS.....</b>  | <b>7</b>                                     |
| <b>MASTER’S DEGREE PROGRAMS .....</b>   | <b>9</b>                                     |
| <b>RULES FOR ENROLLMENT IN DOUBLE DEGREE PROGRAMS AND STRUCTURED PARTNERSHIPS .....</b>   | <b>11</b>                                    |
| <b>ACADEMIC REQUIREMENTS FOR STUDENTS COMING FROM OTHER UNIVERSITIES<br/>(OR FOR LUISS STUDENTS COMING FROM OTHER DEPARTMENTS) WHO WISH TO TAKE THE<br/>ADMISSION TEST FOR MASTER’S DEGREE PROGRAMS AT LUISS.....</b> | <b>12</b>                                    |
| <b>MINIMUM NUMBER OF STUDENTS REQUIRED TO OFFER DEGREE PROGRAMS, MAJORS/PROFILES AND<br/>COURSES .....</b>  | <b>Errore. Il segnalibro non è definito.</b> |
| <b>2014/2015 ACADEMIC CALENDAR.....</b>   | <b>16</b>                                    |
| <b>TRANSFERS AND SHORTENING OF PROGRAMS.....</b>  | <b>17</b>                                    |
| <b>DEADLINES FOR PAYMENT OF TUITION FEES .....</b>  | <b>19</b>                                    |

## MAXIMUM NUMBER OF STUDENTS TO BE ENROLLED IN THE 2014/2015 ACADEMIC YEAR

| Department                     | Type of course  | Course                            | Forecast number for 2013/2014 | Forecast number for 2014/2015 | Distribution of available slots  | Name of curriculum/profile  |                                    |
|--------------------------------|---|-----------------------------------|-------------------------------|-------------------------------|--|---|------------------------------------|
| <b>Business and Management</b> | Bachelor's degree   | Economics and Management          | 500                           | <b>500</b>                    | 400 in March   |   |                                    |
|                                | Master's degree   | Business Accounting               | 100                           | <b>100</b>                    | 50 externals (35 in May and 15 in September) and 50 internals  |   |                                    |
|                                |   | Economics and Business Management | 300                           | <b>300</b>                    | 120 externals (90 in May and 30 in September) and 180 internals  | Administration, Finance and Control<br>Business Management<br>Marketing   |                                    |
|                                |   | <i>Management</i>                 | 100                           | <b>140</b>                    | 40 externals (25 in May and 15 in September) and 100 internals   | International Management<br>Innovation and Entrepreneurship<br>Corporate Finance<br>Luxury, Fashion and the Creative Industries |                                    |
|                                | <b>Department total</b>   |                                   | 1000                          | <b>1040</b>                   |  |   |                                    |
|                                | <b>Economics and Finance</b>  | Bachelor's degree                 | Economics and Business        | 100                           | <b>100</b>   | 80 in March   | Economics<br>Finance<br>Management |
| Master's degree                |   | Financial Economics               | 100                           | <b>100</b>                    | Major held in Italian - 70 (40 externals [25 in May and 15 in September] and 30 internals). Major held in English - 30 (20 externals [10 in May and 10 in September] and 10 internals) | Banks and Financial Intermediaries<br>Economics<br>Finance  |                                    |
| <b>Department total</b>        |   |                                   | 200                           | <b>200</b>                    |  |   |                                    |
| <b>Law</b>                     |   | Single-cycle master's degree      | Law                           | 500                           | <b>500</b>   | 400 in March  | Civil Law                          |
|                                | Administrative Law  |                                   |                               |                               |  |   |                                    |
|                                | Law and Economics of Business   |                                   |                               |                               |  |   |                                    |
|                                | Labor and Social Security Law   |                                   |                               |                               |  |   |                                    |
|                                | International Law   |                                   |                               |                               |  |   |                                    |
|                                | Criminal Law  |                                   |                               |                               |  |   |                                    |
|                                | Company and Tax Law   |                                   |                               |                               |  |   |                                    |
| <b>Department total</b>        |   | 500                               | <b>500</b>                    |                               |  |   |                                    |
| <b>Political Science</b>       | Bachelor's degree   | Political Science                 | 200                           | <b>200</b>                    | 160 in March (110 for Political Science and 50 for PPE)  | Political Science<br>Politics, Philosophy and Economics   |                                    |
|                                | Master's degree   | International Relations           | 180                           | <b>150</b>                    | Major held in Italian - 70 (40 externals [30 in May and 10 in September] and 30 internals). Major held in English - 80 (30 externals [20 in May and 10 in September] and 50 internals) | International Relations<br>Global Studies<br>European Studies   |                                    |
|                                |   | Government and Policies           | 80                            | <b>70</b>                     | 20 externals [15 in May and 5 in September] and 50 internals   | Institutions and Policies<br>Public Policies<br>Communications and New Media  |                                    |
|                                |   | <b>Department total</b>           |                               | 460                           | <b>420</b>   |   |                                    |
|                                | <b>Total for bachelor's degrees and single-cycle master's degrees</b> |                                   |                               |                               | <b>1300</b>  |   |                                    |
|                                | <b>Total for master's degrees</b>                                     |                                   |                               |                               | <b>860</b>   | 360 externals (250 in May and 110 in September) and 500 internals   |                                    |

**The exact number of places on offer at the admission test in September 2014 will be decided after July 16, 2014. Without changing the overall number of set places (for each degree program), the number of places on offer in September will depend on how many of the students admitted after the July/August 2013 “Summer School” tests and March 2014 tests have actually completed enrollment at LUISS.**

**For Double Degree program admission criteria, see page 11.**

It is stressed that the overall set number of places in master’s degree programs and the specific details regarding degree programs is approximate. It is not possible to know in advance how many students will come from other universities (“externals”) and what their choice of degree programs will be, and this holds true for LUISS graduates (“internals”) as well, who can enroll directly in master’s degree programs (that is, without having to take the admission test). Therefore, the breakdown of the overall number of places (for each degree program) established by the admission test commission may turn out to be different, subject to the maximum number of students that can enroll in master’s degree programs in Economics and Political Science (640 and 220, respectively).

## ***SUMMER SCHOOL – ADVANCE ADMISSION TEST***

### **ADVANCE SESSION FOR STUDENTS IN THE SECOND-TO-LAST YEAR OF SECONDARY SCHOOL. ADMISSION FOR THE 2014/2015 ACADEMIC YEAR – THREE-YEAR BACHELOR’S DEGREE AND SINGLE-CYCLE MASTER’S DEGREE PROGRAMS**

It should be noted that students who were in their second-to-last year of secondary school in 2012/2013 and who attended LUISS Summer School in July/August 2013, can pre-enroll in a LUISS bachelor’s degree or single-cycle master’s degree program for the 2014/2015 academic year, as long as they pass a special admission test. To pass the test, they must reach a minimum score of 70; bearing in mind that there is no set number of candidates to be admitted.

For more information on taking the test, admission criteria, test dates, etc., please see the LUISS Summer School Test Regulations.

## ***STUDENTS EXEMPTED FROM SITTING THE ADMISSION TEST***

There is an exemption from taking the admission test (limited to degree programs/majors taught in English) for **students resident/living abroad** enrolled in and attending a secondary school/university abroad (that provides a certificate of enrollment and letter of introduction) where students will be awarded their final diploma/degree.

Also exempted from taking the test is a set number of students that make 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 Dean 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).

- The SAT is a necessary prerequisite for the selection of international students for three-year bachelor's degree programs taught in English at LUISS.
- The GMAT or GRE is a necessary prerequisite for the selection of international students for master's degree programs taught in English. For access to degree programs in Political Science, only the results of the "Verbal" and "Analytical Writing" sections of the GMAT will be taken into account.
- An application form will be published online in the English part of the University's web site.
- Students who fill out the application online will be emailed a memo indicating all of the subsequent 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 submitted at a later date).

**Students exempted from taking the admission test must submit their application (and send all relevant documentation) between October 30, 2013 and May 30, 2014.**

**The following is the maximum number of students exempted from the admission test for the 2014/2015 academic year:**

- 15 exempted from the test, five of which are the foreign contingent, for the three-year bachelor's degree program in Economics and Business;
- 15 exempted from the test, five of which are the foreign contingent, for the major taught in English of the three-year bachelor's degree program in Political Science;
- 25 exempted from the test, fifteen of which are the foreign contingent, for the master's degree program in Management;
- 5 exempted from the test, two of which are the foreign contingent, for the majors taught in English of the master's degree program in Financial Economics;
- 20 exempted from the test, ten of which are the foreign contingent, for the majors taught in English of the master's degree program in Political Science – International Relations.

## **TUITION FEE AMOUNTS**

|   | Three-year bachelor's degree programs in Economics and Political Science |              | Single-cycle master's degree program in Law |               | Master's degree programs in Economics and Political Science (and Law for the remaining years) |               |
|---|--|--------------|---|---------------|---|---------------|
|   | 2013/2014  | 2014/2015    | 2013/2014                                   | 2014/2015     | 2013/2014   | 2014/2015     |
| <b>FIRST YEAR</b>   | 8,600  | <b>9,000</b> | 9,000                                       | <b>9,000</b>  | 9,600   | <b>10,000</b> |
| <b>SECOND YEAR</b>  | 8,300  | <b>8,600</b> | 8,700                                       | <b>9,000</b>  | 9,300   | <b>9,600</b>  |
| <b>THIRD YEAR</b>   | 8,000  | <b>8,300</b> | 8,400                                       | <b>8,700</b>  |   |               |
| <b>FOURTH YEAR</b>  |  |              | 7,800                                       | <b>8,400</b>  |   |               |
| <b>FIFTH YEAR</b>   |  |              | 7,500                                       | <b>7,800</b>  |   |               |
| <b>FIRST EXTRA YEAR*</b>  | 2,400  | <b>2,700</b> | 2,400                                       | <b>2,700</b>  | 3,000   | <b>3,300</b>  |
| <b>FIRST EXTRA YEAR**</b>   | 5,700  | <b>6,000</b> | 5,700                                       | <b>6,000</b>  | 6,300   | <b>6,600</b>  |
| <b>SECOND EXTRA YEAR and subsequent years (new university system)</b> | 8,600  | <b>9,000</b> | 8,600                                       | <b>9,000</b>  | 9,600   | <b>10,000</b> |
| <b>EXTRA YEAR (for those in the old university system)</b>            |  |              | 8,600                                       | <b>10,000</b> | 9,600   | <b>10,000</b> |

\* First extra year (i.e., outside the prescribed timeframe) – students who have passed all their exams by the 2013/2014 extraordinary session

\*\* First extra year (i.e., outside the prescribed timeframe) – students who have not passed all their exams by the 2013/2014 extraordinary session

## OTHER AMOUNTS

### Various fees

Enrollment in individual courses: €1,300

Replacement academic record booklet: €150

Replacement university ID badge: €50

Transfer to another university: €150

Degree fees (including duty stamp and mailing costs): €200

### Late payment fees and penalties

For late payment of tuition fees, a charge of **€50** per installment per month or part thereof will apply, starting on the eighth day after the payment deadline.

**Students enrolled in their second or subsequent years within the prescribed timeframe who have not met the deadline for the payment of the first installment will be liable not only for the late payment charge of €50 but also a €300 penalty starting on the eighth day after the payment deadline.**

### Exemption for basketball players

A maximum of fifteen full tuition scholarships are granted to students/athletes who play on the Associazione Sportiva LUISS semi-professional basketball team and who are enrolled in three-year bachelor's degree, single-cycle master's degree and master's degree programs.

## ADMISSION TESTS

### THREE-YEAR BACHELOR'S DEGREE AND SINGLE-CYCLE MASTER'S DEGREE PROGRAMS

**Fee for taking the test: €100**

**Dates for admission tests and enrollment:**

admission test – March 2014

start and end dates for submission of applications

deadline for enrollment of those admitted in March and following

the LUISS Summer School July/August 2013 test (payment and application)

deadline for enrollment of waitlisted candidates called to fill remaining places

**Thursday, March 27, 2014** at 3:00 p.m. (all over Italy)

Tuesday, October 15, 2013 – Monday, March 24, 2014

Tuesday, July 8, 2014

Wednesday, July 16, 2014

admission test – September 2014

start and end dates for submission of applications

deadline for enrollment of those admitted in September

deadline for enrollment of waitlisted candidates called to fill remaining places

classes start (enrolled students)

**Friday, September 05, 2014** at 10:00 a.m. (only in Rome)

Tuesday, June 10, 2014 – Wednesday, September 3, 2014

Monday, September 15, 2014

Wednesday, September 17, 2014

Monday, September 22, 2014

**The Admission Test Commission consists of the General Manager, the Provost, the Vice Provost in charge of teaching and the four Deans of the Departments, or their delegates.**

**Within the scope of its powers and at its discretion (before the tests are corrected), 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 available slots have not been filled.**

**The admission test is one and the same for all degree programs. Candidates who wish to compete for a place in degree programs taught in English must take the entire test in English. The test consists of 70 multiple choice questions that must be answered and lasts 90 minutes. There will be aptitude and psychological questions (70%) as well as questions on general knowledge (30%), to measure what was learned during secondary school.**

**One point will be awarded for every correct answer and 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 programs in English will be the English translation of the Italian test.**

**The final ranking will be determined exclusively by the results of the admission test.**



**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 program 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 program*

## **MASTER'S DEGREE PROGRAMS**

**Fee for taking the test: €120**

**Dates for admission tests and enrollment:**

**admission test – May 2014**

start and end dates for submission of applications

deadline for registration / enrollment in classes of those admitted in May

**Thursday, May 15, 2014** at 10 a.m. (only in Rome)

Thursday, Jan. 9, 2014 – Monday, May 12, 2014

Wednesday, July 23, 2014

**admission test – September 2014**

start and end dates for submission of applications

deadline for registration / enrollment in classes of those admitted in September

Classes start (enrolled students)

**Tuesday, September 2, 2014**, 10 a.m. (only in Rome)

Tuesday, June 10, 2014 – Friday, August 29, 2014

Thursday, September 11, 2014

Monday, September 22, 2014

**The Admission Test Commission consists of the General Manager, the Provost, the Vice Provost in charge of teaching and the Deans of the Business and Management, Economics and Finance, and Political Science Departments, or their delegates.**

**Within the scope of its powers and at its 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 available slots have not been filled.**

**The admission test, which lasts 60 minutes, consists of 60 multiple-choice questions, 10 of which are in English, covering material specific to the degree program that the candidate is applying 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 and 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 programs / 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 three-year bachelor's degree programs whose final grade is 100/110 or better** are granted direct access to master's degree programs within their Department without the need to sit the admission test (which is a prerequisite for graduates coming from other universities and for LUISS graduates coming from other departments, regardless of their final grade).

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 if they pass the admission test.

LUISS undergraduates and undergraduates from other universities may enroll in classes for master's degree programs in Economics or Political Science as long as they graduate by **November 30, 2014**.

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

**DEPARTMENTS OF ECONOMICS**

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

**DEPARTMENT OF POLITICAL SCIENCE**

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

## **RULES FOR ENROLLMENT IN *DOUBLE DEGREE PROGRAMS AND STRUCTURED PARTNERSHIPS***

LUISS students can apply for admission to the “DDIM-Fudan”, “DD-NY Poli”, “DD-MGIMO” and “DD King’s” Double Degree programs and are exempted from taking the test as graduates with grades equal to or above 100/110 or final year students – as long as they will graduate by July 2014 – with average grades equal to or above 27/30 (students with a weighted grade point average of at least 26.50 can also apply) and students who come from other universities, graduates or final year students who will graduate by July 2014 and who have a weighted grade point average of exams taken that is equal to or above 27/30 (students with a weighted grade point average of at least 26.50 can also apply), or a degree grade equal to or above 100/110. Candidates applying to the “DD King’s” program must have a degree grade equal to or above 107/110 (students with a weighted grade point average of at least 27.50 can also apply). Students will also have to have all other documentation considered a prerequisite for applying (such as international language certification where required).

LUISS graduates and final year students (as long as they will graduate by July 2014) can apply for the “Supranational certificate QTEM” (Quantitative Techniques for Economics and Management) if they have already been admitted or have the necessary requirements for access to titles or tests for the master’s degree programs offered by the Department of Economics and Finance. They must also have all other documentation considered a prerequisite for applying (such as GMAT or GRE certifications).

Students from another university, after checking that they meet the academic requirements and passing the admission test, will have to enroll in the Management degree program (for “DDIM-Fudan” and “DD-NY Poli” ) or in International Relations –*major in English* (for “DD-MGIMO” and “DD King’s”) or in one of the master’s degree programs offered by the Department of Economics and Finance (for QTEM). Only students who are admitted can participate in the second phase of the selection process for the aforementioned Double Degree programs, along with the LUISS students who have applied.

The second stage of the selection process will consist of an interview and an assessment of the candidate’s curriculum vitae, 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 17 students to DDIM Fudan; 5 students to DD-NY Poli; 5 students to DD MGIMO; and 5 students to DD King’s.

Students who are not accepted to their preselected Double Degrees / Structured Partnerships, may enroll in Management if they come from another university (candidates for “DDIM-Fudan” and “DD-NY Poli”), International Relations – *majors in English* (candidates for “DD-MGIMO” and “DD King’s”) or in one of the master’s degree programs offered by the Department of Economics and Finance (for QTEM); LUISS students have direct access to any master’s degree program offered by the Departments of Economics or Political Science, in accordance with the general rules.

**ACADEMIC REQUIREMENTS FOR STUDENTS FROM OTHER UNIVERSITIES  
(OR FOR LUISS STUDENTS FROM OTHER DEPARTMENTS) WHO WOULD LIKE TO TAKE THE  
ADMISSION TEST FOR MASTER'S DEGREE PROGRAMS AT LUISS**

**DEPARTMENTS OF ECONOMICS – ALL MASTER'S DEGREE PROGRAMS**

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

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

**For students whose program belongs to other degree classes  
(or LUISS students who come from other Departments):**

| <b>ACCESS TO THE ADMISSION TEST IS SUBJECT TO HAVING A TOTAL OF 40 CREDITS IN AT<br/>LEAST TWO OF THE FOLLOWING DISCIPLINES</b> |
|---|
| <b>Disciplines</b>  |
| Economics   |
| Business Economics  |
| Mathematics   |
| Statistics  |
| Finance   |
| Law   |
| Engineering   |

## DEPARTMENT OF POLITICAL SCIENCE

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

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

| <b>DIRECT ACCESS TO THE ADMISSION TEST<br/>POLITICAL SCIENCE – GOVERNMENT STUDIES AND PUBLIC COMMUNICATION</b>      |  |
|---|--|
| <b>Degree Class</b>   |  |
| 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 Organization Studies       |  |

**For students coming from other degree classes  
(or LUISS students from other Departments):**

| <b>ACCESS TO THE ADMISSION TEST IS SUBJECT TO HAVING A TOTAL OF 40 CREDITS IN AT<br/>LEAST TWO OF THE FOLLOWING DISCIPLINES</b> |  |
|---|--|
| <b>Disciplines</b>  |  |
| Economics   |  |
| Statistics  |  |
| Law   |  |
| Sociology   |  |
| History   |  |
| Politics  |  |
| Semiotics and communication   |  |
| Linguistics   |  |

## **MINIMUM NUMBER OF STUDENTS REQUIRED TO COMMENCE DEGREE PROGRAMS, MAJORS/PROFILES AND COURSES**

The commencement of degree programs, majors, profiles and courses is subject to the following minimum number of enrollments:

- Degree Program : **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 planned only for the Department of Law  
as an alternative to the official courses taught in Italian).

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

\*\* Courses in addition to degree requirements. Additional courses may be offered even if fewer than the prescribed minimum of students (20) enroll, provided that the professor and their assistants waive their remuneration for teaching the course.



## 2014/2015 ACADEMIC CALENDAR

| LECTURES  | OFFICIAL EXAMS   |
|---|--|
| <p><b>First semester</b><br/> <u>Start</u> Monday, September 15, 2014<br/> <u>End</u> Saturday, December 6, 2014<br/>           (12 weeks)</p> <p style="color: blue;">Students registered in the first year of the program will begin lectures on Monday, September 22, 2014 (and they will end on Saturday, December 6, 2014).</p> <p><b>Second semester</b><br/> <u>Start</u> Monday, February 16, 2015<br/> <u>End</u> Saturday, May 16, 2015<br/>           (13 weeks)</p> | <p><b><i>Extraordinary Session</i></b></p> <ul style="list-style-type: none"> <li>Thursday, December 11 – Saturday, December 20, 2014<br/>(only one exam date for subjects taught in the first semester)</li> <li>Wednesday, January 7 – Saturday, February 14, 2015</li> </ul> <p><b><i>Summer Session</i></b></p> <ul style="list-style-type: none"> <li>Monday, May 18 – Saturday, July 4, 2015</li> </ul> <p><b><i>Autumn Session</i></b></p> <ul style="list-style-type: none"> <li>Monday, August 31 – Saturday, September 12, 2015</li> </ul> <p><u>Only for students enrolled for the 2014/2015 academic year in the third year of three-year bachelor's degree programs, the second year of master's degree programs and the fifth year of single-cycle master's degree programs</u></p> <ul style="list-style-type: none"> <li>October 1 – 24, 2015</li> </ul> |
| <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>Students outside the prescribed timeframe can choose any exam date</li> <li>The individual departments set the number of exam dates within each exam session</li> <li>Degree exam sessions are set directly by the Student Office</li> <li>As a general rule, exam sessions do not coincide with lecture periods for students doing their programs within the prescribed timeframe</li> </ul>                 |  |

## **TRANSFERS AND SHORTENING OF PROGRAMS**

### **TRANSFERS FROM ANOTHER UNIVERSITY**

Transfers from another university, permissible only for the second and third years of a three-year bachelor's degree program, and the second, third and fourth years of a single-cycle master's degree program, towards the same degree program or a degree program that is different than the original one, are subject to approval by the relevant department board at LUISS, which will decide on the year of enrollment and the number of credits/exams taken that can be recognized.

Students enrolled in a program at another university may transfer into three-year bachelor's degree programs 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 they wish to enroll in the second year and at least 90 credits if they wish to enroll in the third year. Those credits must have been earned in accordance with the rules of the degree program that they intend to transfer to.

It is also possible for students coming from courses taught in a language other than English to transfer into the second year of a bachelor's degree program held in English as long as they fulfill the following requirements:

- proven proficiency in English (C1 level);
- a minimum/maximum of 24 recognizable credits earned in a language other than English;
- weighted grade point average of at least 27/30.

Students enrolled in a program at another university may transfer into the single-cycle master's degree program 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 they wish to enroll in the second year, at least 60 credits if they wish to enroll in the third year and at least 120 credits if they wish to enroll in the fourth year. Those credits must have been earned in accordance with the rules of the degree program that they intend to transfer to.

### **TRANSFERS TO ANOTHER UNIVERSITY**

Students due to enroll for the 2013/2014 academic year who request a transfer to another university after lectures begin but before November 4, 2014 only have to pay €500 plus the regional student tax. If they do so between November 4, 2014 and November 28, 2014 the entire amount of the first installment of the tuition fee must be paid. If they do so between December 2 and December 31, 2014 the entire amount of the first and second installments of the tuition fee must be paid.

### **SHORTENED PROGRAMS**

An application to shorten a program may be submitted:

- to the Department of Law by students who hold a three-year bachelor's degree, four-year bachelor's degree or master's degree;
- to the Departments of Economics and Political Science – bachelor's degree programs – by students who hold a three-year bachelor's degree, four-year bachelor's degree, or master's degree. It is also possible for students coming from programs held in Italian to register for the first/second year of a shortened bachelor's degree program held in English as long as they fulfill the following requirements:
  - proven proficiency in English (C1 level);
  - a maximum of 24 recognizable credits earned in a language other than English;

- to the Departments of Economics and Political Science – master’s degree programs – by students who hold a four-year bachelor’s degree or master’s degree. These students must fulfill the minimum curricular requirements; if they do not, their curricula will be evaluated for admission to first-level degree programs. It is also possible for students coming from programs held in Italian to register for the first year of a shortened master’s degree program held in English as long as they fulfill the following requirements:
  - proven proficiency in English (C1 level);
  - a maximum of 24 recognizable credits earned in a language other than English;

To shorten a program, a preliminary application, accompanied by a degree certificate showing the exams passed and the credits awarded for each such exam, as well as the syllabi for the individual courses, must be submitted to the Student Office for evaluation by the relevant department boards, who will consider possible enrollment and the year of enrollment.

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

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

#### **INTERNAL TRANSFERS BETWEEN DEGREE PROGRAMS**

Students can transfer from a degree program in one department to a degree program in another department at LUISS, or between degree programs within the same department, starting in the second year. Students can only transfer once during their university studies, and transfers are subject to approval by the board of the department receiving the student, which will decide on the year of enrollment and the number of credits/exams taken that can be recognized.

It is also possible for students coming from courses taught in Italian to transfer to a degree program taught in English – repeating the first year or the second year of a bachelor’s degree program and repeating the first year of a master’s degree program – as long as they fulfill the following requirements:

- proven proficiency in English (C1 level);
- a maximum of 24 recognizable credits earned in a language other than English.

#### **MISCELLANEOUS DEADLINES**

- Application for transfer from another university/to shorten a degree program: from July 1, 2014 to September 5, 2014
- Application for internal transfers between degree programs: from July 1, 2014 to September 5, 2014
- Submission of study plans and change of degree programs: May 26, 2014 – June 26, 2014

## ***DEADLINES FOR PAYMENT OF TUITION FEES***

### **FOR THREE-YEAR BACHELOR'S DEGREE, SINGLE-CYCLE MASTER'S DEGREE AND MASTER'S DEGREE PROGRAMS**

- Deadline for payment of the first installment: July 15, 2014  
(students within the prescribed timeframe – second and subsequent years)
- Deadline for the payment of the second installment: December 2, 2014  
(students within the prescribed timeframe)
- Deadline for the payment of the first installment: December 31, 2014  
(students outside the prescribed timeframe)
- Deadline for the payment of the second installment: January 30, 2015  
(students outside the prescribed timeframe)
- Deadline for the payment of the third installment: April 8, 2015  
(all students)