



## Call for Applications Mobility a. y. 2024-2025: Double Degree Programs for Master’s Degree in Corporate Finance

This call is open to Luiss students enrolled in the 1<sup>st</sup> year of the Master’s Degree in Corporate Finance during the academic year 2023-2024, wishing to apply for the Double Degree with Fordham, Bayes and Maastricht.

The call is open also to students enrolled in the 2<sup>nd</sup> year of the Master’s Degree in Corporate Finance during the academic year 2023-2024, though these students are entitled to apply only to the DD with Fordham.

<b>Program</b>	<b>Destination</b>	<b>Available Slots</b>
<a href="#"><u>Bayes Business School</u></a>	London, UK	2
<a href="#"><u>Fordham Gabelli School of Business</u></a>	New York, USA	10
<a href="#"><u>Maastricht School of Business and Economics</u></a>	Maastricht, Netherlands	5

**Applications can be submitted from 9 January 2024 until 26 January 2024 at 5:00 PM**

Application Deadline	By 26 January at 5.00 PM
Selection Results	By 26 February 2024
Confirmation of participation	Within one working day

### 1. General Rules

Selected students will have the possibility to attend courses at the partner university during the mobility and have the credits recognized on their Luiss career at the end of the second year. 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.

For the DDs with Bayes and Maastricht: Selected students will spend abroad the 2<sup>nd</sup> year of the Master’s Degree in Corporate Finance during the a. y. 2024-2025 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.

For the DD with Fordham: Selected students will spend abroad the Summer Term 2024 and will be registered at Luiss during their stay at the partner university. Selected students will be required to pay additional tuition fees to the Fordham University and they will continue paying tuition fees to Luiss.

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 both universities in order to obtain the two Degrees.

Selected students are required to read and understand the study plan and its rules<sup>1</sup>. These are to be considered binding to the successful completion of the double degree program. Once selected, students are required to carefully read and sign the document “General Understanding on Mobility for Double Degrees and Structured Exchanges”. 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 grades registration.

Selected students for the programs with Maastricht could receive an Erasmus+ grant, depending on the European Commission annual fund for Erasmus+. Further information will be available in Summer 2024.

While every effort will be made to provide students with complete, accurate and timely information, Luiss reserves the right to change, amend, modify or revoke the aforementioned program. Luiss is not responsible for any cancellation or modification due to events beyond its control. If the program is cancelled or modified for these reasons, Luiss will inform all interested students in a timely manner.

## **2. Requirements**

Students will be able to participate only if they comply with the requirements listed in the summary in point 2.4, respect the agreed timeframes and have no pending administrative issues with Luiss.

### **2.1. Weighted average grade**

The weighted average grade will be calculated based on the data available to the Student Office by 19 February 2024.

Only for the DD with Fordham: There is no weighted average grade requested. However, in order to be eligible for the program, students need to have gained a mark equal or superior to 21/30 in all the exams reported in their career.

### **2.2. Exams**

Students are required to pass at least two exams taught during the 1<sup>st</sup> semester and have the relevant grades registered by 19<sup>th</sup> February 2024.

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<sup>1</sup> The study plan can be found in the webpage of each program. Please refer to the table in page 1 of the present Call for Applications for the links to each webpage.



Only for 2<sup>nd</sup> year students: students are required to pass at least 8 exams taught during the 1<sup>st</sup> semester and have the relevant grades registered by 19<sup>th</sup> February 2024.

Students are strongly encouraged to pass all exams taught during the 1<sup>st</sup> and 2<sup>nd</sup> semester, ahead of the mobility year.

Please note that the Learning Innovation Activities are required to be completed by the end of the academic year 2023/2024.

### **2.3. English language requirements**

The English-language certificates must not be older than two years from the start of the mobility (1 September 2024). Applicants must meet the requirements using a single test. Hence, we will consider as valid the English-language certificates listed at the point 2.5 that have been obtained from September 2022 onwards.

Please note that documents certifying the enrolment in the Master's Degree in Corporate Finance are not considered as an English certificate for the present call. Only certificates listed in the chart at the point 3.4, "English Language" will be accepted.

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, free of charge test at the Accademia Linguistica Trinity School di Roma (Via dei Mille, 35) by 16 January 2024. To register, please send an email to the CLA at [cla@luiss.it](mailto:cla@luiss.it) (please cc the International Development Office at [international@luiss.it](mailto:international@luiss.it)) no later than 10 January 2024, at 1:00 PM. During the test the use of dictionary or other translation tools is not permitted.

During the registration process, students might opt for taking the test either in person at the Trinity School or online on the dedicated platform, with a final Skype interview for the oral assessment. Thus, students who have not a Skype account yet, are invited to create it in advance. For further information about the test and the language level as stated by Luiss please contact the CLA [cla@luiss.it](mailto:cla@luiss.it) by January 10.

Students not eligible to take the ad hoc test mentioned above but interested in submitting a certificate issued by the Trinity School are allowed to do so but must note that this is a fee-paying assessment test, which shall be reserved autonomously by the student. The test can be taken at any moment before the application deadline. The test is available also for students holding other language certificates and/or a CLA language level.



## 2.4. Summary of requirements by program

PROGRAM	YEAR OF ENROLLMENT	WEIGHTED AVERAGE GRADE	EXAMS <sup>2</sup>	ENGLISH LANGUAGE	OTHER PRE-REQUIREMENTS
<b>BAYES BUSINESS SCHOOL</b>	1 <sup>st</sup> Year	equal to or above <b>27.5/30</b> by 19 February 2024	<b>By 19 February 2024:</b> at least 2 exams among core courses	One of the following English language certificates: <ul style="list-style-type: none"> <li>• TOEFL (IBT or Home Edition) min. 100, writing score no less than 25</li> <li>• IELTS Academic min. 7, writing score no less than 6.5, and no less than 6.0 in any other section. (Please note IELTS Indicator will not be accepted)</li> </ul>	Final grade for the Bachelor's Degree equal to or above 105/110
<b>MAASTRICHT SCHOOL OF BUSINESS AND MANAGEMENT</b>	1 <sup>st</sup> Year	equal to or above <b>26/30</b> by 19 February 2024	<b>By 19 February 2024:</b> at least 2 exams among core courses	<ul style="list-style-type: none"> <li>• TOEFL min. 91/120 IBT</li> <li>• IELTS min. 7.0</li> <li>• DUOLINGO min.125</li> <li>• Cambridge: CAE grade B/C; FCE min. grade A;</li> <li>• Accademica linguistica Trinity School di Roma: C1 level</li> <li>• Luiss University Language Center: C1 level</li> <li>• International Secondary School Diploma totally taught in English</li> <li>• Bachelor's Degree totally taught in English.</li> </ul>	

<sup>2</sup> Only courses with a final grade out of 30 can be considered.



PROGRAM	YEAR OF ENROLLMENT	WEIGHTED AVERAGE GRADE	EXAMS <sup>2</sup>	ENGLISH LANGUAGE	OTHER PRE-REQUIREMENTS
<b>FORDHAM GABELLI SCHOOL OF BUSINESS</b>	1 <sup>st</sup> or 2 <sup>nd</sup> Year	a minimum average grade of 21 in all exams reported in the career by 19 February 2024	<p><b>By 19 February 2024:</b> at least 2 exams among core courses (students enrolled in the 1<sup>st</sup> year), or</p> <p><b>By 19 February 2024:</b> at least 8 exams among core courses (students enrolled in the 2<sup>nd</sup> year)</p>	<ul style="list-style-type: none"> <li>• TOEFL min. 75/120 IBT</li> <li>• IELTS min. 6.5</li> <li>• DUOLINGO min.110</li> <li>• Cambridge: CPE, CAE, FCE min. grade B;</li> <li>• Accademica linguistica Trinity School di Roma: B2.4 level</li> <li>• Luiss University Language Center: B2.4 level</li> <li>• International Secondary School Diploma totally taught in English;</li> <li>• Bachelor's Degree totally taught in English.</li> </ul>	Only for 2 <sup>nd</sup> year students: students must not have taken part in any international mobility program during their Master's Degree.



### 3. Specific Program Rules

#### 3.1. DD with Bayes Business School

##### 3.1.1. Graduation at Luiss

Please note that the earliest Luiss graduation session available for students taking part in this program will be the Autumn session in the a.y. 2024/2025, to accommodate the availability of the Transcripts of Records. Students need to present the Business research project at Bayes in September 2025, in compliance with the terms defined by Bayes Business School.

Please note that due to Brexit and its end of the transition period starting from 1 January 2021, students will have to bear expenses related to student visa and healthcare surcharge as part of the visa application.

##### 3.1.2. Language certificate

Please note that the English-language certificates must be valid at the start of the mobility year, that is by September 2024.

#### 3.2. DD with Maastricht School of Economics and Management

##### 3.2.1. Graduation at Luiss:

Please note that the earliest Luiss graduation session available for students taking part in this program may be the Summer session in the a.y. 2024/2025, (depending on the availability of the Transcripts of Records) or the Autumn session in the a.y. 2024/2025. If students discuss their theses in the Autumn session in the a.y. 2024/2025 at Luiss, they will get the Maastricht degree in the Spring 2026.

#### 3.3. DD with Fordham Gabelli School of Business

##### 3.3.1. Exams at Luiss

A minimum average grade of B is required for the four transfer courses taken at Luiss to be transferred to the MSGF degree. The minimum accepted grade is B- (equal currently to a 21/30 in the Luiss grading scale) as long as the other transfer courses make the average grade stay above B. The transfer courses are specified in the study plan. No requests appealing against this rule can be accepted due to strict regulations by the partner university.

##### 3.3.2. Graduation at Luiss

Students enrolled in the 2<sup>nd</sup> year in the a.y. 2023/2024 who are willing to graduate in the Autumn session in the a.y. 2023/2024 are compelled to notify the International Development Office by email before 1 September 2024.



Students enrolled in the 1<sup>st</sup> year in the a.y. 2023/2024 are reminded that it will not be possible for them to graduate in the Autumn session in the a.y. 2023/2024.

### **3.3.3. Fees**

Selected students will be required to pay additional tuition fees to the Fordham University and they will continue paying tuition fees to Luiss.

### **3.3.4. International mobility during the Master Degree**

Only for 2<sup>nd</sup> year students: students must not have taken part in any international mobility program during their Master's Degree.

### **3.3.5. Special note on visa information**

Selected students have to apply for an F1 student visa<sup>3</sup> to enter and study in the United States. Fordham will support the students to prepare the documentation required for applying for a student visa at the US Consulate/Embassy. Typically, the documents involved are: Affidavit of Support showing sufficient funds to cover tuition and fees and living expenses prepared by the student, Passport, and an I-20 issued by Fordham.

Students are reminded that they are responsible for applying for a student visa and obtaining the necessary documentation in due time.

## **4. Application procedure**

Applications can be submitted from 8 to 26 January 2024 at 5:00 pm. In order to apply, students must complete the application form and upload the required attachments in the web self-service area of the Luiss website<sup>4</sup>. Only applications accompanied by all documentation and received by the application deadline will be considered. Students are encouraged to apply well in advance of the application deadline.

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 ([international@luiss.it](mailto:international@luiss.it)) before the application deadline.

Furthermore, students that might require compensatory tools or dispensatory measures during the mobility are invited to get in contact with the International Development Office [international@luiss.it](mailto:international@luiss.it) before applying to the program, in order to get more information on the special provisions guaranteed in the selected destinations.

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<sup>3</sup> According to the information provided by Fordham, the F1 visa permits the student to arrive in the United States up to one month before the beginning of the program and to depart up to two months after the program ends. Travel within the United States is permitted. The F1 visa does not allow the student to work while in the United States.

<sup>4</sup> Students are required to carefully read the Application Instructions published in the program webpage.

#### **4.1. Compatibility among the DD Programs**

Eligible students enrolled in the 1<sup>st</sup> year of Corporate Finance are allowed to apply for all DD Programs among those 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 implies the official withdrawal from all the DD programs in this call.

Students enrolled in the 1<sup>st</sup> year of Corporate Finance who have already been selected for a DD during the final year of the Bachelor's degree cannot apply to these programs.

#### **4.2. Compatibility with the International Student Exchange program**

Eligible students enrolled in the 1<sup>st</sup> year of Corporate Finance are allowed to apply for these programs and the International Student Exchange programs.

Students applying to both Calls who will be selected for a DD must confirm their participation to the DD within the established deadline as detailed in paragraph "7. Acceptance".

If selected students confirm their participation to the DD, 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 the DD according to the rules explained in paragraph "7. Acceptance", they will remain eligible for the International Student Exchange program.

#### **4.3. Compatibility with QTEM program**

Eligible students enrolled in the 1<sup>st</sup> year of Corporate Finance are allowed to apply to this Call for Applications and to the [QTEM program](#)<sup>5</sup>. Should they be selected and confirm their participation to QTEM within the established deadline, they will be automatically excluded from the DD programs they have applied for.

If selected students do not confirm their participation to QTEM they will remain eligible for the DD they have applied for.

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<sup>5</sup> For further information on the QTEM program rules and eligibility please refer to the relevant Call for Applications.





#### 4.4. Attachments requested in the application

Please note that the application must be completed through the web self-service. You are required to follow the instructions on the program webpage.

To be considered, the attachments must be in English and in PDF, readable, scanned (not photographed), named as follows:

DOCUMENT\_SURNAME\_DDPROGRAM (e. g.: PASSPORT\_ROSSI\_DD CORPORATE FINANCE)

##### 4.4.1. List of the Attachments:

1. English Language Certificate.
2. Curriculum Vitae (in English).
3. ID Card or Passport, depending on the entry requirement for the selected destination<sup>6</sup>.
4. A motivation letter in English using the template provided by the International Development Office. The template can be found in the “**useful documents**” section of every program web page. The document is prepared in the form of guidelines, considering the specific content required for selection. You are required to state the reasons for applying to the programme for each desired destination. Once completed, the motivational letter must be uploaded on Web Self Service as a pdf file.
5. Bachelor’s Degree diploma, including the final grade (mandatory only for Bayes Business School, if applicable for other programs)
6. Most updated transcript of records of Master’s Degree in English;
7. Transcript of Records during mobility program (if applicable).
8. Certificate of internship/traineeship abroad (if applicable; must state the duration of the internship, where it was done and tasks covered).
9. Only for the DD with Bayes Business School: two reference letters: either two academic or one academic and one professional reference: please note that once student are selected, referees will be contacted directly by the Bayes Admissions team;
10. Other certificates (optional)

#### 5. Selection

Eligible candidates will be ranked after the assessment of their academic performance and other relevant criteria, as reported in the table below. The academic performance will be calculated on the data available to the Student Office by 19 February 2024. Candidates are responsible to check its accuracy in due time.

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<sup>6</sup> Students commit to renew their passport should the expiration date not cover the whole mobility period and depending on the partner university's requests.

Criterion	Percentage	Details
Weighted GPA	40%	Starting from the minimum valid grade (18/30)
Registered ECTS credits	28%	The academic score will take under consideration all registered credits valid towards one's degree (excluding internships). Credits must be registered by 19 <sup>th</sup> February 2024. Please note that additional courses (corsi liberi) will not be taken into consideration
English language level	20%	To be calculated according to 6 levels (from A1 to C2) of the CEFR standard
Bachelor's Degree final grade	8%	Starting from 100 and up to 110 cum laude
Registered ECTS credits for Internship	2%	Credits registered in the current academic records for internship
International experience	2%	To be considered in the following cases: <ul style="list-style-type: none"> <li>○ University in-person or virtual mobility program abroad, for at least one semester</li> <li>○ Having attended a Bachelor's Degree out of their home countries.</li> <li>○ Internship/traineeship abroad, for at least 150 hours (certificate required).</li> </ul>

### 5.1. English language proficiency

The English language proficiency will be assessed according to the following table:

Language levels	Cambridge	IELTS	TOEFL IBT	Duolingo	Other
C2.2, C2.1	CPE, CAE grade A	9 – 8.5 - 8	120 - 110	160 - 145	
C1.3, C1.2, C1.1	CAE grade B, C FCE First B2 grade A	7.5 - 7	109 – 91	140 - 125	Bachelor's Degree or International Secondary School Diploma totally taught in English
B2.4	FCE First B2 grade B	6.5	90 – 75	120 – 110	

### 5.2. International experience

Only one international experience will be taken into consideration for the academic performance score purposes. The international experience will be assessed through the following documents:

- Transcript of Records concerning the exams taken at the foreign University or certificate issued by the foreign University concerning the study experience abroad;
- Certificate of internship/traineeship abroad, registered by a University Career Service, for at least 150 hours. Certificates other than those officially registered by the University Career Service might be submitted to the International Development Office, who reserves the right to consider them.

### 5.3. Bachelor's Degree final grade

Regarding the Bachelor's Degree final grade, the score will be calculated proportionally to the final grade, from a minimum grade of 100/110 up to a maximum of 110 cum laude.



#### **5.4. Ex aequo**

In case of ex aequo, curriculum vitae, personal statement, and knowledge of other languages will be considered. The students may be requested to send the relative documentation of experiences declared in the CV.

#### **6. Communication of results**

In compliance with current provisions on personal data protection, rankings will not be published. Students will be informed of the result of their own application only. Information such as other candidates' position in the ranking will not be disclosed. Selected students will receive the communication via-email by 26 February, 2024 (date may be subject to change) on their Luiss student e-mail account. Thus, students are strongly invited to check their Luiss email account every day while the selections are ongoing.

#### **7. Acceptance**

Selected students will be required to confirm their acceptance through written notification within one working day from the notification 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 Deputy Rector for Master's Degrees Programs who will evaluate its motivations with the Dean of the Graduate School and the Director of Academic Services & Global Learning, and will inform the Graduation Commission of those refusals deemed not properly motivated.

#### **8. Additional points**

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

#### **9. Useful Contacts**

##### **9.1. For generic queries:**

International Development Office  
email: [international@luiss.it](mailto:international@luiss.it)



## 9.2. For program related queries:

<b>Program</b>	<b>Contact person</b>	<b>Email and number</b>
<a href="#"><u>Bayes Business School</u></a>	Manfredi Mineo	<a href="mailto:mmineo@luiss.it"><u>mmineo@luiss.it</u></a> + 39 06 8522 5685
<a href="#"><u>Fordham Gabelli School of Business</u></a>	Cristiano Rimessi	<a href="mailto:crimessi@luiss.it"><u>crimessi@luiss.it</u></a> +39 06 85225592
<a href="#"><u>Maastricht School of Business and Economics</u></a>	Cristiano Rimessi	<a href="mailto:crimessi@luiss.it"><u>crimessi@luiss.it</u></a> +39 06 85225592

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