



Luiss Foundation Programme Regulations – 3rd Edition – Academic Year 2025/26

1. Application Period

- **Application period:** March 10th - September 12th
- **Early-Bird discount:** March 10th - April 30th. Students who enroll during the Early-Bird period will be entitled to a 15% discount on the first installment.

2. Payment of First Installment

- **Deadline:** The candidate will have seven days from the communication of the outcome to confirm their registration by paying the first installment. The first installment must be paid by the prescribed date. If payment is not made by the deadline, the student's enrollment will be automatically canceled.

3. Refund of First Installment

- Students who withdraw from the programme within 15 days before the start of classes will be entitled to a 50% refund of the first installment. No refund will be given after this period.

4. Submission of Documents for Finalizing Enrollment

- **Deadline:** 1st December 2025
Students must submit the necessary documents for finalizing their enrollment (e.g., Declaration of Value, CIMEA, etc.) by this date. Failure to submit the required documents will result in the closure of the student's enrollment.

5. Class attendance

- To earn the final qualification of successful completion of Luiss Foundation Programme, students are required to attend at least 80% of the total course hours. Additionally, students must keep their cameras on throughout the entire class; failure to do so will be marked as an absence.

6. Course and Exam Details

- **First Semester:**
 - **Course start:** October (exact date to be communicated)
 - **Course duration:** Approximately 10 weeks
 - **First Semester Exams:** End of the first semester, before the Christmas break
 - **Retake (for failed exams):** Immediately after the Christmas break and before the start of the second semester
- **Second Semester:**
 - **Course start:** January (exact date to be communicated)
 - **Course duration:** Approximately 10 weeks
 - **Second Semester Exams:** End of the second semester

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- **Retake (for both first and second semesters):** End of the semester

7. Payment of Second Installment

- **Deadline:** By 16th January 2026
The second installment must be paid by the prescribed deadline. Failure to make payment will result in the automatic closure of the student's enrollment.

8. On-campus Weeks

- The on-campus weeks will take place in April. Attendance during these weeks is highly recommended.

9. Career Closure

- Students who have not passed one or more courses by the end of the programme will not receive the final qualification of successful completion of Luiss Foundation Programme.
- **Important Note:** Students who fail one or more exams in the first semester will not be eligible for any bonuses based on their first-semester average – if envisaged. The completion of the Foundation Programme will remain pending until the end of the course.

10. Certifications

Foundation Programme students will receive certifications based on their academic and administrative progress:

1. Students who successfully complete the Foundation Programme and obtain the diploma will be eligible for an official certificate that confirms the exams taken and the completion of the program.
2. Students who withdraw from the programme, with formal documentation of their withdrawal, will receive a certificate with an official note indicating their withdrawal.
3. Students who have not finalized their enrollment will only receive a participation certificate, without any further qualifications.

The certificate of completion of the Luiss Foundation Programme will be awarded to students who successfully complete the course and comply with all administrative regulations.

11. Consequences of Failing to Meet Deadlines

- Failure to meet the deadlines will result in the closure of the student's enrollment, and they will lose their right to participate in the program.
- In case of withdrawal, a refund of the first installment will only be possible if it is requested within 15 days before the start of classes. No refund will be given after this period.

12. Contact Information

For any questions or clarifications, students can contact the Foundation Programme office via email: foundation@luiss.it