

LUISS



Handbook for Fully Enquiry-Based Master's Degree Programs

Cohort 2023/2024

Starting from the 2023/2024 academic year, all Master's Degree Programs are to adopt the "Fully Enquiry-Based" model characterized by a close synergy between academic research and education, the implementation of active teaching methodologies and consistent assessment methods, and the provision of integrative activities aimed at fostering the development and strengthening of the skills that are necessary for the students' professional growth.

Over the course of their two years at Luiss, students acquire the skills that make them *problem framers* and *problem solvers*. In particular, by virtue of courses in research methodology, and by conducting research and/or applied projects, students learn to formulate appropriate questions, critically review existing knowledge about phenomena of interest, collect, analyze and interpret data, and present, both in written and oral form, the results of their work.

Moreover, during the semesters, students are required to carry out various individual and/or group work (e.g., research and/or applied projects, individual tests, etc.) on which they receive feedback from professor(s) and evaluations that collectively represent at least 70% of the final grade obtained in each course.

In addition, the assessment of students' acquired knowledge is completed with a final examination, whose outcome has a weight of no more than 30% of the overall grade obtained in each course.

Lastly, between semesters, students participate in integrative activities aimed at enhancing the skills acquired during their course of study, such as critical thinking, creativity, the ability to work in teams and to communicate the output of their work to different audiences. These integrative activities are compulsory and confer a total of 4 ECTS.

1. Academic Calendar Cohort 2023/2024

Date	Planned Activities
26 August – 2 September 2023	Welcome Week (on campus)
4 – 9 September 2023	Freshers' Week (online: 2 ECTS)
11 September – 2 December 2023	1st Semester courses
4 – 21 December 2023	FINAL EXAMINATION 1st Semester courses – subject to the “salto d'appello” rule (i.e., requiring students to skip an exam session date)
8 – 20 January 2024	FINAL EXAMINATION 1st Semester courses
22 January – 3 February 2024	GAP 1 Integrative activities “Content Design & Production” (2 ECTS)
5 February – 4 May 2024	2nd Semester courses
6 – 25 May 2024	FINAL EXAMINATION 2nd Semester courses – subject to the “salto d'appello” rule (i.e., requiring students to skip an exam session date)
27 May – 8 June 2024	FINAL EXAMINATION 2nd Semester courses RETAKE – single examination date for 1 st Semester courses
10 June – 26 July 2024	GAP 2 Integrative activities “Be Active in the Summer” (2 ECTS)
26 August – 7 September 2024	RETAKE – single examination date for all previous courses
9 September – 30 November 2024 (tbc)	3rd Semester courses

2 – 21 December 2024 (tbc)	FINAL EXAMINATION 3rd Semester courses – subject to the “salto d’appello” rule (i.e., requiring students to skip an exam session date) RETAKE – single examination date for 1st Semester courses of the academic year 2023/2024, if re-appointed in the academic year 2024/2025
7 – 18 January 2025 (tbc)	FINAL EXAMINATION 3rd Semester courses RETAKE – single examination date for 1st and 2nd Semester courses of the academic year 2023/2024
February – May 2025	Internship, Project Work, Thesis ¹
12 – 24 May 2025 (tbc)	RETAKE – single examination date for 2nd Semester courses of the academic year 2023/2024, if re-appointed in the academic year 2024/2025
26 May – 9 June 2025 (tbc)	RETAKE – single examination date for all previous courses
25 August– 6 September 2025 (tbc)	RETAKE – single examination date for all previous courses
15 –22 September 2025 (tbc)	RETAKE – single examination date for all previous courses

¹ Students enrolled in the following Master’s Degree Programs: Governo, Amministrazione e Politica; International Relations; Policies and Governance in Europe attend a mandatory lab entitled “Come scrivere una tesi di laurea” / “Writing a Master’s Thesis” (2 CFU)

2. Course Attendance

Although attending and actively participating in courses is essential for a successful academic journey, students may choose from two statuses: attending and non-attending.

Specifically, a student who cannot attend classes and participate in the activities scheduled during the semester must, within the first week of the beginning of the semester, complete the form available at the following [link](#), to request to be considered as non-attending.

Subsequently, within the second week of the beginning of the semester, the Program Managers will inform the students of the acceptance or rejection of their request by the Dean of the Graduate School. If the request is accepted, the non-attending status applies to all courses for the semester of interest.

The Program Managers will then transmit, via e-mail, the names of non-attending students to all the professors for the semester. The professors are responsible for keeping the email from the Program Manager with the names of the non-attending students and for communicating, through the syllabus, the evaluation methods, and rules applicable to these students.

Students who do not complete the form or whose non-attending status is not accepted are considered attending in all the courses for the semester of interest.

Students participating in an international study experience (e.g., Erasmus, Double Degree, QTEM) are considered to be non-attending in all courses that take place during their period abroad. These students do not need to fill out the above form, as their mobility is tracked on the Web Self Service of the Faculty members and by the competent offices.

3. Class Attendance Tracking

Luiss provides professors with two alternative tools for tracking and monitoring students' class attendance:

- Luiss App:** the professor displays a numerical code on the screen, which students can enter into their app to confirm their attendance. Thanks to a dashboard the professor can view on a single page the results of the tracking related to each student's attendance during the semester. The tutorial (ITA/ENG) on the use of this tool is available [here](#). To receive support, it is possible to contact the IT staff at supportoit@luiss.it. Students can access an English tutorial on how to correctly use the app at the following link: https://landing.luiss.it/download/TUTORIAL_app_presenze_en.pdf



- **Luiss Learn:** the professor displays a code which students can enter on Luiss Learn, or shows a QR-code which students can scan with their device. To use this tracking system, it is necessary to do a specific configuration.
The tutorial (ITA/ENG) for professors, on the use of this tool is available [here](#).
It is possible to receive support from the E-learning team at the Luiss LOFT or by contacting elearning@luiss.it

4. Evaluation: Continuous Assessment, Final Exam and Retake Session

4.1. Continuous Assessment

In consideration of the need to avoid possible overlaps and work overload for students, all courses include an assessment that takes place on a continuous and widespread basis throughout the semester, namely continuous assessment.

Continuous assessment includes different types of assessment tasks, both individual and group-based, which can be conducted in class or as take-home assignments, depending on the choices of the professor and the nature of the different disciplines.

Examples of assessment tasks that may form part of continuous assessment include individual tests, presentations, written reports, either completed individually or as a result of group work.

In each course, the outcomes achieved in the assessment tasks carried out during the semester must have a total weight of at least 70% of the overall final grade.

Non-attending students are considered to be non-participants in the assessment tasks included in the continuous assessment, and thus they are evaluated through a single final exam, which accounts for 100% of the overall final grade for the courses of interest.

4.2. Final Examination

In addition to the continuous assessment tests scheduled during the semester, the overall evaluation of students in each course is completed with a final exam, which can be written and/or oral, as preferred by each professor. Students can take the final exam only in one of the two dates scheduled in the examination session planned immediately after the end of the semester in which the course of interest is offered.

Specifically, Web Self Service allows students to register for only one of the two examination dates scheduled in the exam session planned immediately after the end of the semester in which the course is offered. In fact, within a specific exam session, students can only sit for one examination date for the course offered in the semester of reference. Students can register for the second date only if the

professor, in a timely manner (at least 6 days before the subsequent examination, given that registration closes 5 days before), has recorded and documented the result as "absent" through the official esse3 platform in the student's academic record. On the contrary, a student who does not obtain a sufficient grade, or reject the grade obtained or withdraws from the exam on the first examination date cannot register for the second date and cannot be added to the list of registered students and/or sit for the exam on the second date.

The final exam must be duly taken in front of the examination committee, in person, and should have a minimum weight at the discretion of the professor and a maximum weight not exceeding 30% of the final overall grade. It should be noted that 30% refers to the (maximum) weight that the exam grade can have on the overall evaluation and not to the part of the program on which the exam focuses, which depends instead on the professor's choices and on the nature of the different disciplines.

It is recommended that students take the final examination on the first date scheduled in the session immediately following the end of the semester in which the course of interest is offered. In this way, students can optimize their efforts and the learning they have achieved throughout the semester thanks to continuous assessment and can focus on the various extracurricular and curricular opportunities offered (e.g., integrative activities, thesis, internships).

4.3. Retake Session

As indicated in the academic calendar above, several retake sessions are scheduled, in which students, depending on their status², can take either the final exam, weighing no more than 30% of the overall grade, or the exam as non-attending students, which has a weight of 100% of the overall grade obtained for the course of interest.

5. Assessment Rules

5.1. Attending Students

I semester:

Students who **do not take the final exam** (consisting of a maximum of 30% of the overall grade)³ **during the winter exam session scheduled immediately after the end of the semester in which the courses of interest are offered, can decide to maintain the evaluation obtained in the continuous assessment**

² See paragraph 4

³ See paragraph 3

exclusively in the first available retake session⁴ for the courses of interest scheduled in the summer exam session (I academic year).

In particular:

- **Prior to the retake session scheduled in the summer exam session**, students can decide whether, on that occasion, they wish to take the exam as attending or non-attending, thereby forfeiting the evaluation obtained in the continuous assessment. This choice must be communicated to the professor and/or teaching assistant one week before the exam session.
- In all the **retake sessions following the first available one for the courses of interest**, students can take the final exam **exclusively as non-attending**, thereby **losing the evaluation obtained in the continuous assessment**.

Semester II:

Students who **do not take the final exam** (weighing for a maximum of 30% of the overall grade)³ **during the summer exam session scheduled immediately after the end of the semester in which the courses of interest are offered, can decide to maintain the evaluation obtained in the continuous assessment exclusively in the first available retake session** for the courses of interest scheduled in the fall exam session (I academic year)⁴.

In particular:

- **Prior to the retake session scheduled in the fall session**, students can decide whether, on that occasion, they wish to take the exam as attending or non-attending, thereby forfeiting the evaluation obtained in the continuous assessment. This choice must be communicated to the professor and/or teaching assistant one week before the exam session.
- In all the **retake sessions following the first available one for the courses of interests**, students can only take the final exam **exclusively as non-attending**, thereby **losing the evaluation obtained in the continuous assessment**.

Semester III:

Students who **do not take the final exam** (consisting of a maximum of 30% of the overall grade)⁵ **during the winter exam session scheduled immediately after the end of the semester in which the courses of interest are offered, can decide to maintain the evaluation obtained in the continuous assessment exclusively in the first available retake session** for the courses of interest scheduled in the summer exam session (II academic year)⁶.

In particular:

⁴ See paragraph 1

⁵ See paragraph 3

⁶ See paragraph 1

- **Prior to the retake session scheduled in the summer exam session**, students can decide whether, on that occasion, they wish to take the exam as attending or non-attending, thereby forfeiting the evaluation obtained in the continuous assessment. This choice must be communicated to the professor and/or teaching assistant one week before the exam session.
- In all the **retake sessions following the first one available for the courses of interests**, students can only take the final exam **exclusively as non-attending**, thereby **losing the evaluation obtained in the continuous assessment**

For all courses delivered in all semesters:

Students who **withdraw**, who **do not obtain a sufficient grade** or **are not satisfied with the overall grade obtained upon taking the final exam** (i.e., in one of the two scheduled examination dates planned immediately after the end of the semester or in the first retake session available for the course of interest) can take the final exam in all retake sessions, related to the course of interest, exclusively as **non-attendants**, thus being **assessed with only one test that weighs 100% of the final grade**.

In all semesters, if an attending student does not participate in one or more of the tests planned for the continuous assessment, he/she will obtain for this/these, an evaluation of 0, which can be included in the sum of the (minimum) 70% of the final overall grade.

The student who receives an overall insufficient grade or a grade of 0 in the continuous assessment can:

- participate in only one of the two exam dates scheduled during the exam session planned immediately after the end of the semester in which the course of interest is offered, as an attending student, thus being assessed with a test weighing a maximum 30% of the final overall evaluation (thereby running the risk of not obtaining an overall sufficient grade)
- participate in all retake sessions scheduled as a non-attending student.

5.2. Non-attending students (those who have declared their status at the beginning of the semester by filling out the form and their request was accepted by the Dean of the Graduate School)

Non-attending students are assessed with only one final exam, by attending only one of the two scheduled examination dates in the session planned immediately after the end of the semester and/or during the *retake sessions* scheduled in the academic calendar.

The final test taken may, depending on the choices of the professor(s), be different from the one provided for attending students and/or be based on a larger ad hoc program.

Students are given the opportunity to take the courses of interest in the following academic year as attending students by notifying the professor involved.

6. Syllabus

The syllabus includes information on the learning objectives, teaching methodologies used in the classroom, assessment methods, and teaching content/materials provided for attending and non-attending students.

Regarding the evaluation methods:

- For attending students, the syllabus provides information on:
 - Type, deadline, and weight on the overall grade obtained in each test provided in the continuous assessment
 - Content, type, and weight of the final examination, to be taken in one of the two scheduled dates in the session planned immediately after the end of the semester or in the first available retake session (if the student does not attend any of the two scheduled examination dates planned after the end of the semester in which the course is delivered)
- For non-attending students, the syllabus contains information on the type of test, and potential ad hoc program, to be taken in the single final exam scheduled.

7. Webex

Online classes for all the courses will be delivered using the Webex app.

This application was previously called "WebEx Teams": whoever has already installed it is invited to check that the program is up-to-date and that the displayed icon is now simply labeled as "Webex".

The latest version is available at the link <https://www.webex.com/downloads.html>

Please note that Webex and Webex Meetings are two different applications. Those who have already downloaded "Webex Meetings" are also required to install "Webex".

Apps for smartphones and tablets are also available and can be installed by searching for "WebEx" on the iOS App Store and the Android Play Store. It is also recommended that the Webex app be installed on the smartphone. Here you will find tutorials for installing and accessing WebEx, depending on the operating system you wish to use: [Windows](#), [macOs](#), [iOS](#), [Android](#).

For each course, the Luiss IT office creates a space on the Webex app, where all the students, Faculty and the teaching assistant(s) involved are added. Then, by opening the Webex app and logging in



with the Luiss account, as illustrated in this short video [Login Webex app](#), by clicking on the "Team" icon on the left, all the courses that students are enrolled in will be visible.

For any clarifications on the use of the platform, the Luiss team dedicated to e-learning is available at the following e-mail address: elearning@luiss.it. In cases where it is not possible to view the "Teams" of the courses or for other technical issues, it is important to verify to have correctly logged in with one's own Luiss account. In case of technical problems, IT Support is available at supportoit@luiss.it.

In order to understand how to use the platform, below is a link to some video tutorials:

- For Faculty: [WebEx tutorial](#)
- For students: [Webex Students application operation](#).

8. Integrative Activities

During the first academic year, two different integrative activities are offered with the aim of helping students to enhance the skills they have acquired in their academic journey and providing tools and content useful for their entrance into the job market.

In particular:

- Between the first and second semesters, it is foreseen the (online) integrative activity "Content Design & Production," which aims to equip students with the digital skills needed to create their own *digital portfolios*. For students enrolled in Governo, Amministrazione e Politica; Policies and Governance in Europe; International Relations the activity is focused on different digital skills.
- Between the second and third semesters, it is foreseen the integrative activity "Be Active in the Summer" which aims to lead students to apply the contents and research skills acquired in the first academic year, through the development of a team based activity aimed at solving a real world challenge. Students enrolled in Governo, Amministrazione e Politica attend on campus one courses, of their choice, among: "Tecniche di Redazione degli Atti Normativi e Amministrativi" e "Tecniche e Strumenti del Giornalismo Multimediale" and carry on "Adoption Lab" activities. Similarly, students enrolled in Policies and Governance in Europe attend on campus, a course of their choice, among: "Euro Lab"; "Fetching Policy Jobs in International Relations"; "Cultural Heritage Development".

As indicated in the academic calendar, these integrative activities are mandatory and confer 2 ECTS each.