Bocconi

GUIDE TO THE EXCHANGE PROGRAM

Last update February 2019

Università Bocconi
MILANO

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1. AIM AND SCOPE

This guide defines the educational activity called Exchange Program, that is, the study abroad experience lasting one term at a partner university, as part of bilateral agreements, during a study program at Università Bocconi.
All bilateral agreements allow involved students to carry out a study abroad period, exempt from payment of tuition at the partner school. However, all students are required to pay for their own travel expenses, room and board and any other extra expenses related to the experience to be carried out.

Students can access the Exchange Program only once during a study program, through an application, upon possession of specific requirements. The Program entails a selection, with subsequent publication of the ranking, which takes place annually.
Students can take part in the Exchange Program during the 3rd year of their Bachelor program, 2nd year of a Master of Science program, 4th or 5th year of Law program.

This guide identifies and defines the following, among others:
- aims of the educational activity
- requirements and how to submit an application
- selection and ranking
- scholarships
- recognition of exams completed abroad
- student obligations

The document is understood as integrated and made complete with further detailed information available on the website www.ir.unibocconi.eu/exchange, hereinafter "the website". The deadlines are listed on the website, which is updated annually.

The office in charge of managing Exchange Program is the Study Abroad Office in the Markets and External Affairs Division.

The Study Abroad Office reserves the right to analyze all cases not provided for in this guide.

If the student's degree program is not specified – e.g. Bachelor, Master of Science, Law program – students enrolled in all programs are referred to without distinction.

2 . REQUIREMENTS

Students who are regularly enrolled at the University can submit an application to the Exchange Program, within the timelines and meeting the academic and language requirements set out.
All specific details regarding the annual regulations are reported and updated on the website.

2.1 Academic requirements

The following students may submit an application:

- those regularly enrolled in the 2nd year of a Bachelor program, having 60% of 1st-year credits registered on their transcript and a minimum weighted average of 22/30;
- those regularly enrolled in the 1st year of a Master of Science program, having at least 16 credits of the 1st semester of the 1st year registered on their transcript and a minimum weighted average of 24/30;
- those regularly enrolled in the 3rd year of a Law program, having at least 100% of credits of the 1st year and 60% from the 2nd year registered on their transcript and a minimum weighted average of 22/30; and in the 4th year of the Law program, having at least 100% of credits of the

1st year, 60% from the 2nd year and 60% from the 3rd year registered on their transcript and a minimum weighted average of 22/30.

For more information, please see the *Requirements* section of the website.

For details regarding exams taken into consideration for calculating the average and minimum credits, see paragraph 4.1 of this guide.

2.1.1. Additional academic requirements per university

In addition to minimum requirements requested, several universities require that students are admitted only after meeting additional academic requirements (e.g. minimum weighted average, minimum undergraduate degree grade). For details, refer to the brochure published on the website (*Destinations* section), related to the degree program and academic year of the selection accessed by the student. If additional requirements requested for one or more university are not met, this/these destination(s) will be removed from the application without the possibility of substitution.

2.2 Language requirements

In order to be assigned to one of the chosen destinations during the application stage, or to be included in the waiting lists for those destinations, students who submit an application must meet the language requirements (minimum requirement or specific requirement for each university), as explained below.

2.2.1 Minimum language requirements

Students submitting an application must meet the minimum language requirements required for all universities indicated during the application stage. Students will not be selected for any destination if requirements are not met. For Portuguese (only for students enrolled in Master of Science programs), see paragraph 2.2.1.1.

For the selection language required by each university, refer to the brochure related to the degree program and the academic year of the selection the student would like to access. The minimum level required is:

- for English: B2 for Bachelor students and B2 with a minimum of 25/30 for Master of Science and Law students;
- for all other languages: B1 for all degree programs.

Students may meet the minimum requirement requested according to various methods, indicated on the website in the *Requirements* section.

The minimum language requirement must be met by the deadline for submitting an Exchange Program application, or, for languages other than English, as indicated on our website under the section titled "Requirements".

2.2.1.1. Portuguese language requirement (only for students enrolled in Master of Science programs)

For students who indicate one or more universities during the application stage which require a minimum level of Portuguese language knowledge, this requirement can be met according to the methods indicated on the website, in the *Requirements* section.

Students enrolled in Master of Science programs submitting an application for one or more universities that require knowledge of the Portuguese language (or do not meet the language requirement in advance), may be selected with reserve for one of the aforementioned universities (based on their score) or – if not selected – will be inserted into the waiting list of these universities that require Portuguese.

Students selected with reserve or included in the waiting list must follow a Portuguese language course organized by the Study Abroad Office, with required attendance and pass the final test in order to:

- be confirmed for the destination, if selected with reserve;
- may be selected again, if included in the waiting list.

During the Portuguese language class, students selected with reserve must complete any bureaucratic procedures required to finalize the exchange semester at the host university. Students selected with reserve who do not take or pass the final test, will be excluded from the program, with all the consequences that this exclusion entails (see paragraph 4.2.3 of this guide).

2.2.2. Additional language requirements per university

In addition to minimum requirements requested, several universities require that students are admitted only after meeting additional language requirements (e.g. possession of a specific certification, valid according to specific criteria). For the details regarding the required certifications by those universities, refer to the brochure of the available destinations published on the website, related to the degree program and academic year of the selection accessed by the student. If additional requirements requested for one or more university are not met, this/these destination(s) will be removed from the application without the possibility of substitution.

3. APPLICATION

Students must submit an application through Punto Blu following the procedures and timelines indicated on the website (*How to apply* section).
During the application stage, a maximum of 10 destinations may be included (min. 1 – max. 10) in preferential order (where destination 1 is the preferred destination).
The list of available destinations (brochure, for details, see paragraph 3.1) for the proper degree program and year of reference will be published annually on the website, in the *Destinations* section, during Bocconi International Fair (February).
During the application stage:

- students cannot choose the exchange semester, which will be chosen during the selection and acceptance stage (see paragraph 4.2.1);
- students cannot indicate universities reserved to a study program other than the student's program;
- students cannot indicate universities in countries where the student is a citizen. In cases of double/multiple citizenships, each case will be evaluated individually by the Study Abroad Office.

Students have the option of changing/cancelling their application through the system by the deadline indicated on the website (*Timing & Deadlines* section).
Students who complete an application are encouraged to print the receipt for enrollment in the program as proof of completing the form.
For the ranking, the last application saved in the system by the aforementioned deadline will be considered as the valid and final one. If the student does not save information, the application will not be finalized and will not be visible in the system. In doubtful cases, the final receipt available at the end of the application will be considered as proof of submission.
The application may not be changed in any way after the deadline (destinations cannot be added/deleted, and the order of destinations cannot be changed).

3.1 Brochure and available destinations

All universities available for the degree program will be included in the brochure, with the following specifications:

- University *code* which unambiguously identifies the university, school and department.
- Number of available *slots* and any specifications (e.g. notes on any slots out of the total reserved to specific degree programs). Slots will be defined on an annual basis and may change based on existing bilateral agreements with partner universities.
- *Language* required for the selection (see paragraph 2.2.1).

- Exchange period(s) available (*terms*). If two or more terms are indicated as available, if selected, students will make a choice during the acceptance stage; if only one period is indicated as available, selected students will be automatically assigned to that term. In case of universities with a limited number of slots for each semester, there will be specified *Slots for each term* (see paragraph 4.2.1 for details).
- Possible *Additional language requirements* or *Additional academic requirements* that the student must consider when applying.
- Study programs the university is *recommended for/reserved for/not available for*, based on the educational offer available. Students cannot indicate universities reserved for study programs other than their own or not available for their own program, at the time of application. Students may indicate universities recommended for study programs other than their own at the time of application, subject to careful evaluation of the offer of courses at that destination and compatibility with needs of the program structure.
- *Notes* referring to relevant specifications of individual universities. For more details please always refer to the specific school's web site.
- Link to the *website* of the International Relation/Study Abroad office of the partner university, when available.

For more details, see the website, *How to Choose* section.

4. SELECTION AND RANKING

4.1. Calculating the score

Selections for the Exchange Program is based on merit and the calculating of the score occurs for each degree program, as follows (WA=weighted average, NC=number of credits):

- For Bachelor programs: weighted average of exams completed within the official deadline of the January/February exam session + (0.1 X each credit above the minimum required).

  Student WA + [0.1 x (Student NC –MIN NC required)]

  Exams that do not pertain to the 1st year or the 1st semester of the 2nd year of the program structure will not be taken into consideration when calculating the score, with the exception of a potential early second language exam. Further language exams will not be counted;

- For Master of Science programs: the formula is as follows

$$\left[\left(\frac{\text{Student } \mathbf{WA} \times (\mathbf{WA} \text{ of all MSc programs} / \mathbf{WA} \text{ of student's MSc program})}{31}\right) \times 0.5\right]$$

$$+$$

$$\left[\left(\frac{\text{Student } \mathbf{NC} \times (\text{average } \mathbf{NC} \text{ of all MSc programs} / \text{average } \mathbf{NC} \text{ of student's MSc program})}{\mathbf{MAX\ NC} \text{ of student's MSc program}}\right) \times 0.2\right]$$

$$+$$

$$\left[\left(\frac{\text{Final degree grade of the Bachelor program}}{111}\right) \times 0.3\right]$$

The result will be then multiplied by 1000

Exams that do not pertain to the 1st semester of the 1st year program structure will not be taken into consideration when calculating the score (internships, language exams and other possible activities pertaining to the 2nd semester of the 1st year or to the 2nd year program structure, registered in advance, do not contribute to calculating the score);

- For the Law program: weighted average of exams completed by the official deadline of the January/February exam session + (0.1 X each credit above the minimum required).

Student WA + [0.1 x (Student NC –MIN NC required)]

Students enrolled in the 3rd year: exams that do not pertain to the 1st and 2nd year, and the 1st semester of the 3rd year will not be taken into consideration when calculating the score, with the exception of a potential early second language exam. Further language exams will not be counted.
Students enrolled in the 4th year: exams that do not pertain to the 1st, 2nd and 3rd year, and the 1st semester of the 4th year will not be taken into consideration when calculating the score.

Credits taken into consideration for calculating the score include all exams registered within the official deadline of the January/February exam session (for the annual deadline, see the Guide to the University). Regarding details on minimum credit and average requirements, refer to the website (*Requirements* section).
The same deadline will be applied to language exams recognized through delivery of an international certification at the Language Center. For more information regarding the procedure, refer to the qualifying office. The date the exam was registered on the Bocconi transcript will be considered as reference.
Please note that the report of exam registration can be forwarded to the Academic Affairs Division, even after the exam session deadline, but must be part of the abovementioned exam session. It is the student's responsibility to verify that all relevant exams completed are added to the academic transcript at Punto Blu.
In order to calculate the score for exams subdivided into modules, grades and credits for each individual module will be considered. Grades for each individual module can be viewed by printing the student's unofficial transcript.
For changes in study program, only the exams for the relevant semester from the new program structure will be considered.

4.2 Ranking
The Study Abroad Office compiles a ranking for each degree program. The ranking will be valid for the academic year referring to the selection: selected students cannot postpone the experience to subsequent academic years.
Students will be assigned to universities according to the ranking, considering the order of preference expressed during the application stage and the number of slots available for each destination. For the Law Program, in case slots open to students of a specific year are not filled in, they will be open up and assigned to students enrolled in the other year who applied to that destination. Universities with slots reserved to a specific year will be available only to students enrolled in the eligible year.

For universities with slots out of the total available reserved to specific study programs, students enrolled in such study programs will have priority during assignment of slots. If there are no applicants enrolled in such study programs, the ranking will follow the normal score order.
Students assigned to a university will be automatically excluded from the other destinations indicated during the application stage. Students cannot in any case be selected/included in waiting lists for universities not indicated during the application stage.
For students with an exact tie in ranking score who are competing for the last available slot at a university, the order of preference expressed regarding the university in question will be used as an assignment criterion. When the same preference has been expressed, the Study Abroad Office will request availability of an extra slot for the university in question. If an extra slot is not available, a drawing will be held.
Rankings for selected students and waitlisted students will be published online when available. At the same time as the publication of the ranking, students will receive a confirmation email at their university email address and only selected students may view the assignment through Punto Blu.

4.2.1 Acceptance

When rankings are published, selected students who have decided to accept the assigned destination must confirm the departure semester according to the procedures and timelines indicated on the website or in the selection email sent to the university email address. If the assigned University does not have particular specifications (only one term available, a specific number of slots per available term, etc.), students can choose their departure term (for more details, see paragraph 3.1). For universities with a limited number of slots per term available, selected students with the highest ranking score will have priority for the assignment of the term indicated during the acceptance stage. In the case of students enrolled in the Master of Science in Law, first priority in selection of the term will be given to students enrolled in the 4th year (leaving in the 5th) and, within the same year of the course, position in the ranking will be considered. When assigning the students, the office will always respect the number of slots available per term, however (when possible and upon confirmatioin by the partner school) when the number of studentes who choose the Term 2 (Spring term or 2nd semester) is higher than the number of slots available for that term, the requests may be satisfied with flexibility.
In cases of equal scores, the rule explained in paragraph 4.2 will be applied.
Following formal acceptance of the assigned slot, students are required to:

- have valid documents to leave the country for the appropriate times and required by immigration policies;
- complete the application at the university abroad, within the timelines communicated and according to the procedures requested (including regarding accommodation, insurance policies, etc. – for more details see the *To Do List* section on the website);
- submit the documents requested to take advantage of Erasmus scholarships, if selected for a destination that participates in the program (for more details, see chapter 6 of this guide);
- For students enrolled in Bachelor programs, or in the 3rd year of the CLMG program: have the language exam - other than English - registered in your study plan by the June/July session, if selected for a destination that requires a language other than English;
- For students enrolled in Master of Science Programs: take part in the Portuguese course, if selected for a destination with a Portuguese language requirement (for more details, see chapter 2 of this guide).

4.2.2 Withdrawal

When rankings are published, selected students who have decided to withdraw must reject the assigned destination through Punto Blu, according to the procedures and timelines indicated on the website or in the selection email received at their university email address.

Selected students who have decided to withdraw at a later date must communicate their decision by responding via e-email to the institutional e-mail address from which they received the original notification of selection, indicating the reason behind their decision (for statistical purposes only).
All students who decide to withdraw cannot:

- be assigned to one of the other destinations chosen during the application stage or with remaining available slots
- submit an application for other selection periods of the Exchange Program during the academic career underway or, for Law students only, submit an application for the *Themis* program.
- go abroad as a Free Mover student during the academic career underway.

4.2.3 Exclusion

A student will incur exclusion from the program if:

- he/she has confirmed participation in the following international programs (selection corresponding to the same academic year): CEMS, Double Degree, THEMIS, Moot, AEEP;
- he/she is unable to complete the program during the relevant a.y. for selection (see paragraph 4.2 of this guide);
- he/she is enrolled in a Bachelor program or in the 3rd year of the CLMG and he/she has been selected on the basis of the language other than English included in his/her study plan but the language exam is not passed by the June/July session.
- he/she is enrolled in a Master of Science Program and he/she do not show up or fail the Portuguese Language test;
- provided for by disciplinary measures.

If there is no response (for acceptance/withdrawal) after selections the student will be excluded due to unreachability.
In case of exclusion from the program, expected consequences are comparable to those resulting from "withdrawal" (see details in paragraph 4.2.2).
Regarding the Portuguese course, however, only students who take and fail the final test will be excluded from the Exchange Program, but may submit an application to the Free Mover Semester experience.

4.2.4 Waiting list

Students that are not selected will be included in waiting lists for the destinations to which they applied, if they meet the requirements for those destinations.
In the case of withdrawals, the Study Abroad Office will contact students on the waiting list via their university email, in order of placement on the ranking. Waiting lists published in the "restricted" area will not be updated and updates will not be available regarding the place in the ranking from the office.
Considering specific deadlines for nomination and/or application of the individual partner schools, the Study Abroad Office reserves the right to contact students on the waiting list only in the case of important conditions (i.e. if deadlines allow) and possibly propose the only remaining available term.
Students admitted after being on a waiting list must reply through their university email, according to the procedures and timelines indicated in the selection email, confirming their acceptance or withdrawal.
Students admitted after being on a waiting list who then withdraw will be excluded from the program and will not be able to stay on the waiting list for other applied-for destinations (see chapter 4, paragraph 4.2.2 of this guide for effects and penalties regarding withdrawal).

5. SCHOLARSHIPS

5.1 Erasmus
Students selected for a university in Europe which participates in the Erasmus program will automatically be recipients of the related scholarship.
Assignment of the contribution will in any case depend on the availability of funds distributed by the Agenzia Nazionale Erasmus.
For details, please see the *Erasmus – student mobility* section of the website.

5.2 Scholarships for international mobility
Selected students can access scholarships for mobility offered by the University's ISU office, upon satisfying any required prerequisites. For details related to the regulations, see the ISU website.

5.3 Other scholarships
Any other scholarships distributed to students participating in the program and managed by the Study Abroad Office, which may be made available, will be disclosed to the interested parties within appropriate timelines and procedures.

6. RECOGNITION OF EXAMS COMPLETED ABROAD

Students who have accepted the assigned destination must specify the study plan to complete during the exchange semester, within the timelines laid out by the partner University and in line with what is provided for in the rules of the Bocconi program structure.
Selected courses must be approved in advance and may be recognized and inserted in the Bocconi study plan upon return.
Students must convert a minimum of 1 exam in order for the Exchange Program to be recognized in the academic career.
Validation of the Exchange Program will allow students to obtain an added point to the Bachelor degree final grade.

6.1. Exams that may be recognized
Students can convert up to a maximum of:
- 5 exams (regardless of the number of Bocconi credits), for Bachelor programs and the Law program
- 30 Bocconi credits (regardless of the number of exams), for Master of Science programs

Students cannot convert the following if completed abroad:
- courses already completed at Bocconi and recorded on the transcript;
- IT exams (up to the 2018-19 a.y. as year of Exchange mobility, also foreign languages);
- specific compulsory courses for other study programs;
- prohibited courses: see details in the chapter "Credit for exams passed at universities abroad" of the Guides to the University, regarding the academic year abroad.

Students may not take exams related to courses followed abroad at Bocconi "in proctoring".

6.2. Advance authorization
After evaluating the offer of the host university, students must verify or request advance recognition authorization from Bocconi faculty members by following the procedure described on the website (*Academic Recognition* section).
Selected courses can be converted either:
- with correspondence: if the course abroad has a corresponding course in the Bocconi educational offer, authorized by the Course Director of the Bocconi course.
- without correspondence: if the course abroad does not have a corresponding course in the Bocconi educational offer, authorized by the Director of the degree program or his/her delegate.

In study programs held in Italian which require at least one course in English (compulsory or elective), this restriction will be discontinued for students who validate an exchange at a university in which the language required by Università Bocconi for selection/acceptance is not English.
At the discretion of the Course Director/ Director of the degree program, two or more courses abroad may be recognized with one Bocconi course or one elective without correspondence. On the other hand, a course abroad may not be recognized with two or more Bocconi courses.

6.3. Credit and grade conversion

6.3.1. Credits
The Bocconi credit system is based on ECTS (European Credit Transfer and Accumulation System). Credit conversion will occur as follows: for courses with correspondence, the exam will be inserted in the transcript with the same number of credits prescribed for the corresponding Bocconi course; for exams without correspondence, they will be inserted in the transcript with the number of credits corresponding to Bocconi elective courses (6 credits).

6.3.2. Grades
All grade conversion tables between foreign universities and Università Bocconi, regardless of the university abroad or the geographical area, are created objectively and rigorously, based on information provided by the partner schools (grading scale and related description, grading distribution and related comparison with the Bocconi benchmark).
Conversion tables provide for an unambiguous equivalency between abroad grades and Bocconi grades, therefore there may not be a conversion of all grades in the Bocconi scale (from 18 to 30/30 cum laude).
Selected students can view the conversion table for their university of destination at Punto Blu, following acceptance of the slot assigned and by the end of the exchange semester (see chapter 4 of this guide).

6.4. Upon return: What to do
To begin the recognition procedure for exams completed abroad, the Study Abroad Office must have received the transcript with grades. Students must verify that any procedures for issuing the original transcript for grades obtained at the host school have been completed.
For students participating in the Erasmus program: please check the additional procedures and documents listed in the *Erasmus* section of the website.
Following the Study Abroad Office's approval of the documents listed above, students can start the recognition procedure according to the information on the website (*Academic Recognition* section). After having completed the exam recognition procedure, students may change their study plan, if necessary.
For further details, see the website (*Academic Recognition* section) and the Guides to the University regarding the academic year of selection.

7. STUDENT OBLIGATIONS

Participants must comply with the rules of reasonable prudence and diligence regarding all information provided to them by Bocconi, as well as regulations and administrative, legislative and teaching instructions dictated by the host country and partner university.

Starting with the first contact with the host facility, students must behave in good faith. Divergent conduct may be subject to recommendation to the Disciplinary Commission.

Students must provide Bocconi with all the information that is expressly requested from them, in particular regarding circumstances that may cause inconveniences or prejudice to the student or participants in the program.

Participants must complete enrollment in the new academic year (a.y. in which the Exchange Program is carried out) at Università Bocconi and complete payment of related tuition and fees, according to the procedures and timelines laid out in the Guides to the University.

Selected students must complete application procedures at the host university, according to the procedures and timelines provided for. In addition they must accept accommodation options proposed (if applicable) for the assigned destination. The Study Abroad Office is not responsible for administrative procedures regarding looking for, requesting and assignment of accommodation during the Program.

Students selected for the program must have the required documents to leave the country valid for all countries visited during the itinerary, as well as transit and visitation visas and healthcare certificates that may be required. Specifically, for selections to destinations outside Europe, selected students must obtain a passport as soon as possible.
They must also have healthcare insurance coverage for medical and healthcare expenses, valid for the entire duration of the program in the destination in order to complete the program. Regarding this, students must examine any specific requests of the host university.

Participants are required to account for all damages that Università Bocconi may incur due to their breach of the obligations indicated above. Any actions which are unlawful or injurious to things or people, or behavior that is detrimental to the dignity and honor of the University carried out by the student during the program may result in disciplinary sanctions or the return of the student.

The University reserves the right to cancel the program at one or more destinations if exceptional circumstances occur before or during the same.
For more details, see the *To do list* section on the website.