Bocconi

GUIDE TO THE EXCHANGE PROGRAM

FOR THE BACHELOR OF SCIENCE IN INTERNATIONAL POLITICS AND GOVERNMENT

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1. AIM OF THE PROGRAM 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.

Please note that Bocconi Study Abroad Office is not in charge of students' accommodation; the host university will provide some help and information directly to selected students (if available).

The accommodation offered by the host universities abroad can vary. Students must check each partner school's website/factsheet and read former exchange students' reports for details.

Students can access the Exchange Program only once during a degree program, through an application, upon possession of specific requirements. The Program entails a selection, with subsequent publication of the ranking which takes place annually.

With reference to the Bachelor of Science in International Politics and Government (BIG) the Exchange program is required and guaranteed for all the students and takes place during the 3rd year. It cannot be replaced by another activity abroad. For further details please refer to the Guide to the University for the relevant academic year.

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 [1] www.ir.unibocconi.eu/exchange, hereinafter “the website”. The deadlines are listed on the website, which is updated annually.

[1] *Degree courses with required mobility abroad do not provide for the possibility of participating in the Free Mover initiative, regardless of the outcome of the selection of the Exchange program.*

The office in charge of managing Exchange Program is the Study Abroad Office in the International Relations Direction.

The Study Abroad Office reserves the right to analyze all cases not provided for in this guide.
Universities have the right to cancel the program if exceptional circumstances arise before or during its execution. Safety-related risks can change rapidly, prompting Bocconi or the host universities/countries to impose increased travel or medical restrictions.

The places available and the method of delivery of teaching (face-to-face, online or mixed) at the Partner Universities may be subject to change. Bocconi University cannot ensure, in any case, the performance of the exchange semester, in the event that the conditions do not guarantee the safety and well-being of its students.

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 the Bachelor of Science in International Politics and Government, having 40% of 1st-year credits registered on their transcript.

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 requirement requested, several universities have additional academic requirements (e.g. minimum weighted average). For details, refer to the brochure published on yoU@B, related to the degree program and academic year of the selection accessed by the student. If additional requirements requested for one or more universities 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 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 requested for all universities indicated during the application stage.

For the selection language required by each university, the students have to refer to the brochure related to the academic year of the selection they would like to access.

Students may meet the minimum requirement requested according to various methods, indicated on the website, and in particular:

- for English: the enrollment in a Degree Program taught in English, as the BIG is, automatically satisfies the requirement;
- for all other languages: minimum level B1 (students may meet the minimum requirement requested according to various methods, indicated on the website.)

As for the selection for destinations that require a language other than English, in the event that the language requirement is not met at the time of application to the Exchange Program, students can still apply for these destinations provided that:

- this language is present in their Study Plan as a second language;
- the second language exam is passed before departure.

In this case, the selection is sub judice because, if the student assigned to a destination that requires B1 knowledge of Spanish, French or German does not pass the second language exam before the departure, he or she is automatically excluded from participating in the exchange program.

For more details, please refer to the website of your legal system (*Academic and Language Requirements section*).

2.2.2 ADDITIONAL LANGUAGE REQUIREMENTS PER UNIVERSITY

In addition to minimum requirements requested, several universities have additional language requirements (e.g. possession of a specific certification, valid according to specific criteria). The same additional requirements apply to all students, regardless of their country of origin or nationality. For details regarding the required certifications, refer to the brochure published on yoU@B related to the 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.

2.2.2.1 ADDITIONAL LANGUAGE REQUIREMENTS FOR STUDENTS WITH FOREIGN CITIZENSHIP

Students holding citizenship of a country where English is an official language must verify, either through the partner universities' official websites or by contacting them

directly, whether their citizenship is accepted as proof of English language proficiency, and upload a declaration acknowledging their responsibility for this verification.

Please note that:

- If the required documentation is missing or does not meet the requirements, students will be excluded from the ranking for the destination(s) concerned;
- If a partner university subsequently rejects a student's application because they do not meet its language requirements, no alternative destination will be offered to the student.

This procedure also applies to students holding citizenship of countries whose official languages are accepted by partner universities as proof of proficiency in languages other than English.

3. APPLICATION

Students must submit their Exchange Program application through Punto Blu, according to the procedures and timelines indicated on the website.

During the application stage, students must list all the destinations available for which the language and academic requirements are satisfied. Destinations must be listed in preferential order (where destination 1 is the preferred destination).

The list of available destinations (brochure, for details see paragraph 3.1) will be published annually and made available on yoU@B (International Programs > Exchange Destinations).

During the application stage:

- students cannot choose the exchange semester, where both are available (see paragraph 4.2.1);
- some Schools do not accept students who hold the citizenship of the country where the School is located. For details, refer to the brochure published on the website, related to the degree program and academic year of the selection accessed by the student.

Students have the option of changing/cancelling their application through the system by the deadline indicated on the website (Timing & Deadlines section in the Homepage).

The student who submits the application is invited to save and immediately verify the receipt of enrollment in the program as proof of completion of the procedure and after any submission or modification.

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 submit information, the application will not be finalized and will not be visible in the system.

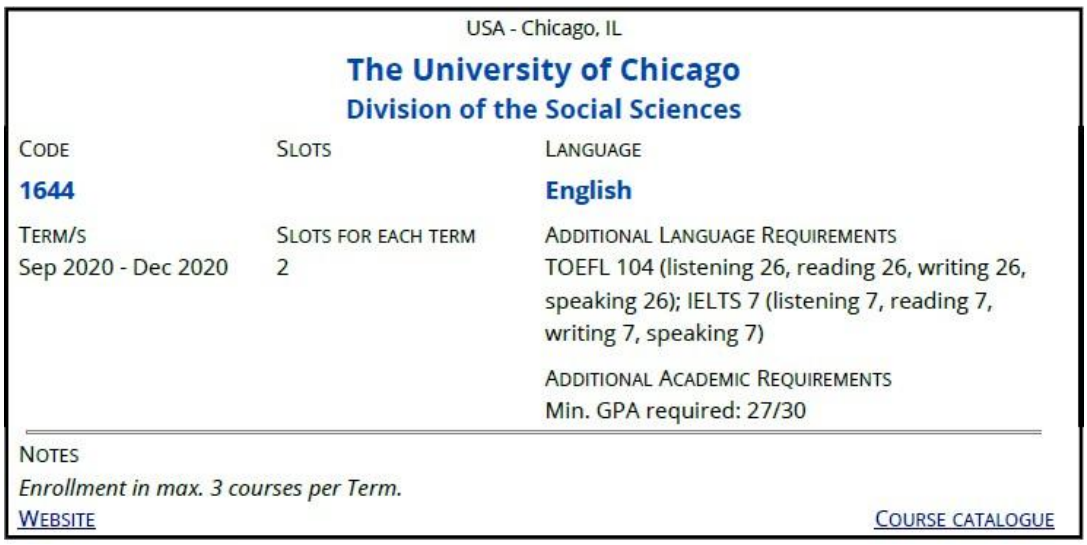
The application cannot be changed or accepted in any way after the deadline and, in particular, destinations cannot be added/deleted, and the order of destinations cannot be changed.

3.1 DESTINATIONS BROCHURE

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 (*Slots*). Slots will be defined on an annual basis and may change based on existing bilateral agreements with partner universities.
- Language (*Language*) required for the selection (see paragraph 2.2.1).
- Exchange period(s) available (*Term/s*). If only one term is available, selected students will be automatically assigned to that term. If two or more terms are available (with a predefined number of slots for each term), selected students will be able to express their preferred term during the assignment stage. Higher-ranked students will be given priority in the term assignment (see paragraph 4.2.1). For destinations with a limited number of slots per semester, students should be aware that they may be assigned to a term other than their preferred one.
- Possible (*Additional language requirements or Additional academic requirements*) that the student must consider when applying.
- Notes (*Notes*) referring to relevant specifications of individual universities. For more details please always refer to the specific school's web site.
- Link to the courses offer (*Courses*) and website (*Website*) of the International Relation/Study Abroad office of the partner university, when available.
- Travel and Safety Focus

The following box is an example:



USA - Chicago, IL

The University of Chicago

Division of the Social Sciences

CODE	SLOTS	LANGUAGE
1644		**English**
TERM/S	SLOTS FOR EACH TERM	ADDITIONAL LANGUAGE REQUIREMENTS
Sep 2020 - Dec 2020	2	TOEFL 104 (listening 26, reading 26, writing 26, speaking 26); IELTS 7 (listening 7, reading 7, writing 7, speaking 7)
		ADDITIONAL ACADEMIC REQUIREMENTS
		Min. GPA required: 27/30

NOTES

Enrollment in max. 3 courses per Term.

WEBSITE COURSE CATALOGUE

Please note: a specific course load might be requested in order to require and maintain the study visa, regardless of how many courses/credits the students decide/need to convert after the exchange semester.

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):

- 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. Credits taken into consideration for calculating the score include all exams registered within the official deadline of the January/February exam session (for the deadline, see the Guide to the University). Regarding details on minimum credit and average requirements, refer to the website (*Academic and Language Requirements* and *Selection Criteria* section).

Please note that the report of exam registration can be forwarded to the Academic Affairs, 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 the language exams recognized through the delivery of an international certification at the Language Center, please refer to the deadline indicated on the website (*Timing and deadline* section in the Homepage). For more information regarding the procedure, refer to the qualifying office. The date the exam is registered on the Bocconi transcript will be considered as a reference.

For changes of Degree program, only the exams relating to the new BIG study plan for the relevant semesters will be taken into consideration.

4.2 RANKING

The Study Abroad Office compiles a ranking which 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.

Students assigned to a university will be automatically excluded from the other destinations 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. In case of equal preferences, priority will be given to the student who applied earlier (last save, considering hh:mm:ss).

4.2.1 ACCEPTANCE

Following the publication of the rankings, selected students must accept or decline their assigned destination by 3:00 p.m. (Italian time) on the day following the publication of the rankings, according to the procedures indicated on the website or in the selection email sent to their Bocconi 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).

In case of universities with a limited number of slots for each term (defined based on agreements with the partner university), at the time of application, students must be aware of possibly being assigned to a term other than the one chosen at the time of allocation. Indeed, selected students with higher scores on the ranking will have priority when assigned to the term indicated.

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:

- personally ascertain, with the authorities of the host country, the suitable procedures for obtaining the appropriate visa, if required, and any other documents necessary for the Exchange Program to be carried out in full compliance with local laws. All formalities regarding visas and other documents needed to enter the country concerned are responsibility of the student. Any responsibility on the part of Bocconi University in this respect is expressly excluded;
- complete the application at the university abroad, within the timelines communicated and according to the procedures requested (including regarding accommodation, insurance policies, etc.);
- complete the due procedure to take advantage of Erasmus scholarships, if selected for a destination that participates in the program (for more details, see chapter 5 of this guide);
- if assigned to a destination requesting a language other than English, pass the final exam of that language before departure.

4.2.2 WITHDRAWAL

When rankings are published, students assigned to a destination cannot withdraw. Exceptional situations will be evaluated case by case by the Study Abroad Office and by the Degree Program's Director.

4.2.3 EXCLUSION

A student will incur exclusion from the program if:

- he/she is unable to complete the program during the relevant a.y. for selection (see paragraph 4.2 of this guide);
- 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 before the departure;
- he/she decides to move to another Degree Program at the end of the 2nd year;
- affected by disciplinary measures.

If there is no response (for acceptance) after selections the student will be excluded due to unreachability.

5. SCHOLARSHIPS

5.1 ERASMUS+

Students selected for a university adhering to the Erasmus program will automatically be recipients of the related scholarship, upon completion of certain procedures.

Assignment of the contribution will in any case depend on the availability of funds distributed by the Erasmus National Agency.

For details, please see the *Erasmus + Scholarship* section of the website.

5.2 CONTRIBUTIONS FOR INTERNATIONAL MOBILITY

If available for their academic year, selected students can access scholarships for international mobility offered by the University's Fees, Funding and Housing office, upon satisfying any required prerequisites. For details related to the regulations, see the related office website.

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 included in the Bocconi study plan upon return.

Students must convert a minimum of 1 exam in order to obtain an added point to the Bachelor final degree grade. For details please see the Guide to the University. Please note that access to specific courses is never guaranteed.

6.1 EXAMS THAT MAY BE RECOGNIZED

Students can convert up to a maximum of 5 exams (regardless of the number of Bocconi credits). Students cannot convert the following if completed abroad:

- courses already completed at Bocconi and registered in their Bocconi career;
- IT exams;
- 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 of enrollment

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.

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.

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.

Students may submit a maximum of 12 new requests for advance recognition authorization. Existing authorizations that students may join are not included in this limit.

6.3 CREDIT AND GRADE CONVERSION

6.3.1 CREDITS EXCHANGE PROGRAM

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 replacing a Bocconi elective course with the equivalent number of credits (6 credits).

In order to obtain a 1:1 recognition between a foreign exam and a Bocconi exam, it is recommended that foreign courses cover at least 2/3 of the credits of the corresponding Bocconi course. For example, if a Bocconi course is worth 8 credits (CFU), the foreign course must include a minimum of 5.5 credits to qualify for direct equivalence.

Once the authorizations have been obtained, a maximum of 3 below-threshold authorizations may be converted.

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 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 official 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.

Students must:

- - read the "Bocconi Students Travel Risk Policy" (available on yoU@B) and comply with the risk mitigation measures suggested;
- affix, before departure, a handwritten signature on the aforementioned document in the case of selection for Medium Risk rating destinations;
- access – through yoU@B diary to Travel Risk Awareness Elearning and to International SOS Member's portal, which includes Country Guides and Travel Security and Medical Risk Ratings;
- check and follow all the travel recommendations of my Country's Ministry for

Foreign Affairs and International SOS.

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. Bocconi cannot in any way speed up the passport request process. 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 (not provided by Bocconi). 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 Universities reserve the right to cancel the program if exceptional circumstances occur before or during the same. Travel and medical risks can rapidly change and lead Bocconi University and host Institutions or Countries to increase travel and medical restrictions. Slots available and teaching methods (physical, blended, online) at Partner Universities may be subject to change. Bocconi University does not guarantee, in any case, that the Exchange semester will take place, whether the overall conditions would not safeguard the wellbeing and security of students.

For more details, see the *dedicated* section on the website.