Bocconi

GUIDE TO THE EXCHANGE PROGRAM

Last update October 2026

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1. AIM OF THE PROGRAM AND SCOPE

The office in charge of managing Exchange Program is the Study Abroad Office in the International Relation Direction. The Study Abroad Office reserves the right to analyze all cases not provided for in this guide.

The document is considered integrated and made complete with further detailed information available on the website www.ir.unibocconi.eu/exchange.

This guide defines the educational activity "Exchange Program", that is, a study abroad experience 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 (term), 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.

Accommodation is explicitly excluded from the agreements between Bocconi University and partner schools. Accommodation, if made available by partner schools, may vary from school to school and, if possible, partner schools will provide information and support in this regard. 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 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.

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[1].

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.

[1] *Students enrolled in the Bachelor's Degree in Global Law must refer to the rules and indication provided for the Bachelor's degree programs.*

Students enrolled in the Master of Science in Global Law must refer to the rules and provisions applicable to Master of Science programs.

2. REQUIREMENTS TO PARTICIPATE

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 22/30;
- 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 further information, please see the Academic and Language 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 annually and available on yoU@B (International Programs > Exchange 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 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, or to be included in the waiting lists for those destinations, students who submit an application must meet the language requirements (minimum requirement or additional requirement for each university), as explained below.

2.2.1 MINIMUM LANGUAGE REQUIREMENTS BOCCONI

Students submitting an application must meet the minimum Bocconi language requirements required for all universities indicated during the application stage. .

Students will not be selected for any destination if Bocconi requirements are not met. For the Portuguese language, see paragraph 2.2.1.1.

For the language of selection required by each partner 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 by Bocconi is:

- B2 for English;
- B1 for French, German and Spanish;
- A2 for Portuguese.

Students may meet the minimum requirement requested according to various methods indicated on the website in the *Academic and Language 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 the website (each degree program has a dedicated web page, further information on this matter is under the section titled *Academic and Language Requirements*).

In particular, students enrolled in a Bachelor degree and students enrolled in their 3rd year of Law can submit an application for destinations for which the language of selection is different from English (except for Portuguese, see paragraph 2.2.1.1.) if:

- that language is in their study plan (as second language) when applying for the Exchange;
- the second language exam is passed by the summer session exam's dates (June/July) for the language of selection, regardless of the semester that will be spend abroad.

In this case, selection is sub iudice: if the student assigned to a destination that requires B1 level knowledge of Spanish, French or German doesn't pass the second language exam by the summer exam session (June/July) of the academic year of selection, he/she is automatically excluded from participation to the Exchange Program.

For further details, please visit the web page of your degree course (section *Language Requirements*)

2.2.1.1 PORTUGUESE LANGUAGE REQUIREMENT

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 applying for one or more universities that require knowledge of Portuguese who do not meet the language requirement at the time of application may be selected *sub iudice* for one of these universities (based on their score) or, if not selected, will be included in the waiting list for universities requiring Portuguese.

Students must meet the language requirement through one of the following alternatives:

- Attend and successfully complete a Portuguese language course organized by the Bocconi Language Center, according to the procedures communicated by the Study Abroad Office. Attendance and completion of the course are mandatory;
- Submit an international language certificate accepted by Bocconi (as specified on the website, in the *Requirements* section);
- Obtain an A2 language assessment through the Altissia platform.

In order to:

- Be confirmed for the assigned destination, if selected *sub iudice*;
- Be potentially selected from the waiting list, if waitlisted.

Students selected *sub iudice* are required to complete any administrative procedures requested by the host university to finalize their exchange semester.

Students who fail to attend and complete the course, submit an accepted international certificate, or obtain the required language assessment will be excluded from the Exchange Program, with all the consequences that such 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). The same additional language requirements apply to all students, regardless of their country of origin/nationality. For the details regarding the required certifications by those universities, refer to the brochure available on yoU@B (International Programs > Exchange 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 universities 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.

2.3 SPECIFIC RESTRICTIONS

The Exchange Program is incompatible with participation in the CEMS, Themis, Double Degree and IGIER programs, as well as with the Free-Mover Semester experience.

The following restrictions apply to students enrolled in specific degree programs:

- **Bachelor of Science in Global Law - Domestic Track:** participation in the Exchange Program is not permitted;
- **Master of Science in Artificial Intelligence - Turin Track:** participation in the Exchange Program is permitted only during the first semester of the second year;
- **Master of Science in Innovation, Technology and Entrepreneurship - Entrepreneurship Concentration:** participation in the Exchange Program is permitted only during the second semester of the second year.

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).[2]

The list of available destinations (brochure, for details see paragraph 3.1) for the relevant degree program and academic year will be published annually in February on yoU@B (International Programs > Exchange Destinations).

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;
- some Schools do not accept students who hold the citizenship of the country where the School is located. For details, refer to the brochure available on yoU@B (International Programs > Exchange destinations section) 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 (Homepage Exchange Program, *Timing & Deadlines* section).

Students who submit the application are 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 the information after completing or editing the application, 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 (destinations cannot be added/deleted, and the order of destinations cannot be changed). Similarly, late applications will not be accepted.

3.1 BROCHURE AND AVAILABLE DESTINATIONS

All universities available for the degree program will be included in the brochure available on yoU@B (International Programs > Exchange destinations section), 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 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. For destinations with a limited number of slots per semester, the brochure will specify the number of slots available for each term (*Slots for each term*). Higher-ranked students will be given priority in the term assignment, and the Study Abroad Office will notify the students concerned of their final assigned term.
- Possible *Additional language requirements* or *Additional academic requirements* that the student must consider when applying.

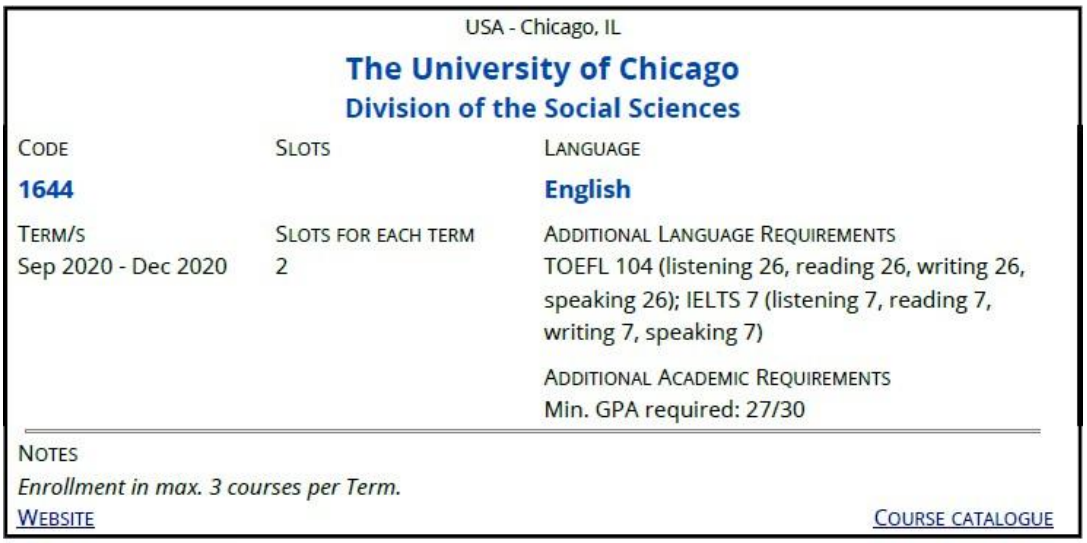
- Study programs for which the university is *recommended /reserved /not available,* based on the educational offer available. Students cannot indicate universities reserved for study programs other than their own or not available for their own program, at the time of application. Students may indicate 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 information of individual universities. For more details please

  always refer to the specific school's web site.

- Link to the *website* of the partner university, when available.

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. 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, 0,098 for CLEACC; 0,102 for BAI, BESS and BEMACS).

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.

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

$$\left[\left(\frac{\mathrm{WA_{student}}}{31}\right)\cdot\left(\frac{\mathrm{WA_{all}}}{\mathrm{WA_{MSc(student)}}}\right)\cdot 50\%\right]$$
$$+$$
$$\left[\left(\frac{\mathrm{NC_{student}}}{\mathrm{MaxNC_{MSc(student)}}}\right)\cdot\left(\frac{\%\mathrm{NC_{all}}}{\%\mathrm{NC_{MSc(student)}}}\right)\cdot 20\%\right]$$
$$+$$
$$\left[\left(\frac{\mathrm{BSc\ Grade_{student}}}{111}\right)\cdot 30\%\right]$$

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).

The elements used to calculate the selection score (weighted average and credits) are based exclusively on the population of students who meet the eligibility requirements, namely a minimum weighted average of 22/30 and at least 16 credits. For details, please see the *Selection Criteria* section of the website.

- 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, *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.

- For the Master of Science in Global Law (for Organizations, Business Enterprises and Institutions): the weighted average of exams completed by the official deadline of the January/February exam session, multiplied by the number of credits earned divided by the maximum number of credits that can be earned.

$$\text{Student WA} * \frac{\mathrm{NC}}{\mathrm{MAX\ NC}}$$

Exams, internships and other academic activities that do not pertain to the 1st semester of the 1st 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 annual deadline, see the Guide to the University). Regarding details on the calculation of the score and on the minimum credit and average requirements, refer to the website (*Academic and Language Requirements* and *Section Criteria*).

It is the student's responsibility to verify that all relevant exams completed are added to the academic transcript at Punto Blu.

For language exams recognized through the delivery of an international certification at the Language Center, please refer to the deadline indicated on the website (Homepage Exchange Program, *Timing and Deadlines* section). 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.

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 the 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[3]. 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, destinations with priority to a specific year are open to all the applicants, but students enrolled in that specific year will have priority in the final ranking. 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 for a specific year will be available only to students enrolled in the eligible year.

[3] *For the bachelor's degree in Global Law and the master of Arts in Global Law there are two ad hoc ranking. For more details, please refer to the website (Results section).*

For universities with slots out of the total available reserved to specific study programs, students enrolled in such study programs will have priority during the 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. In case of equal preferences, priority will be given to the student who applied earlier (last save, considering hh:mm:ss).

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

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). 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, the first priority in the 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 confirmation by the partner school) when the number of students 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:

- 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. – for more details see the *Start of the Mobility* 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 5 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 of the academic year of selection, if selected for a destination that requires a language other than English;
- meet the Portuguese language requirement by completing the course organized by the Bocconi Language Center, submitting an international language certificate accepted by Bocconi, or obtaining an A2 language assessment through the Altissia platform, if selected for a destination requiring Portuguese (for further details, see Chapter 2 of this guide).

Selected students will not be allowed to stay in the waiting list for any of the other destinations they applied for.

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 contacting the Study Abroad office throught BinTouch, 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 or Double Degree Law (as withdrawal from other programs excludes the possibility to submit an application for further selections to the Exchange Program during the academic career in progress).
- 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, IGIER. As far as Moot is concerned, please see the rules indicated in the Guide to the University for Law, paragraph 2.5;
- 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 conditionally selected based on a language other than English included in his/her study plan but he/she has not taken/passed the language exam by the day of the last scheduled exam within the July session;
- He/she has been selected *sub iudice* for a destination requiring Portuguese and fails to complete the course organized by the Bocconi Language Center, obtain the required language assessment through Altissia, or submit an accepted international certificate within the specified deadlines;
- he/she is enrolled in the Bachelor's degree program in Global Law, Domestic Track, even if already selected. The student may apply again during the following year, if regularly enrolled in the 4th year of the Master's Degree Course in Law, according to the rules in chapter 2.
- He/she is enrolled in the Master of Science in Artificial Intelligence, Turin Track and selects the second semester during the acceptance stage, as students enrolled in this track may participate in the Exchange Program only during the first semester;
- He/she is enrolled in the Master of Science in Innovation, Technology and Entrepreneurship, Entrepreneurship Concentration and selects the first semester during the acceptance stage, as students enrolled in this concentration may participate in the Exchange Program only during the second semester.
- affected 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).

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, confirming their acceptance or withdrawal, according to the instructions included in the selection e-mail.

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), nor to apply for the Free mover semester.

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 for the Exchange Program to be recognized in the academic career. This will allow undergraduate and law students to obtain an added point to the 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), 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 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 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 taught 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 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 with the number of credits corresponding to Bocconi elective courses (6 credits).

Starting in the 2026/2027 academic year, 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.

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.

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 the 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 on the agenda, 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.

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.