

# Bocconi

## BOCCONI UNIVERSITY ACADEMIC REGULATIONS



Università  
Bocconi  
MILANO



# BOCCONI UNIVERSITY ACADEMIC REGULATIONS

Issued with RD (Rectoral Decree)  
no. 47, 30 April 2025

Please note: These Regulations were originally written in Italian and have been translated into English for easy reference only. The Italian version will be considered definitive for any questions of interpretation.



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## CHAPTER I

# DEFINITIONS AND GENERAL PROVISIONS

### Article 1 (Definitions)

1. In these Regulations the following definitions apply:
  - a) "Bocconi University": Università Commerciale "Luigi Bocconi", founded in Milan by Ferdinando Bocconi and established with Statute approved by the Royal Decree of 29 September 1902;
  - b) "SDA Bocconi": the Scuola di Direzione Aziendale / Bocconi University School of Management.
2. Any masculine terms contained in these Regulations are to be considered gender neutral, and they are therefore to be applied to all persons potentially included or interested.

### Article 2 (Degree programs)

1. Bocconi University offers the degree programs that are officially filed in the ministerial database (Ministry of University and Research) and have obtained the related accreditation. In accordance with the Statute, they are designed for the issuance of the degree qualifications provided for and regulated by Italian legislation, i.e. "laurea" (3-y first level degree; level 6 EQF; English translation: Bachelor of Science / Bachelor of Arts); "laurea magistrale" (2-y second level degree and 5-y single-cycle degree; level 7 EQF; Master of Science/Master of Arts and Integrated MSc/MA); "diploma di specializzazione" (specialization diploma; third level degree required by specific European Union provisions regarding regulated professions); "dottorato di ricerca" (minimum 3-y third level degree; level 8 EQF; PhD).
2. On the basis of specific agreements with other Italian or foreign universities (or similar institutions), Bocconi University also offers study programs designed for the issuance of:
  - a) a joint degree, on the basis of a single program structure, designed in agreement between the parties (joint program);
  - b) a double (or multiple) degree, on the basis of program structures that may be partially different for each university or similar institution, but coordinated between them (double program).

### Article 3 (Specialized Master programs and other institutional university programs)

1. In accordance with the Statute, Bocconi University offers institutional university programs designed for the issuance of first / second level Specialized Masters ("master universitario") and of diploma of attendance for Specialization Programs ("Corso di Perfezionamento"). These are governed by the dedicated regulations.
2. On the basis of specific agreements, these programs may also be offered in collaboration with other Italian or foreign universities and educational institutes or other public or private bodies.

### Article 4 (Post-experience education)

In accordance with the Statute, SDA Bocconi offers post-experience programs designed for the issuance of first / second level Specialized Masters ("Master Universitario"), diploma of attendance for Specialization Programs ("Corso di Perfezionamento") and for Short Continuous Training Programs ("Corso di aggiornamento professionale") to meet specific market needs of advanced lifelong / continuous higher education. These are governed by the dedicated regulations of SDA Bocconi.

## CHAPTER II

# COMPETENT STRUCTURES AND BODIES

### Article 5 (Schools and their Deans)

1. In accordance with the Statute, the Schools oversee the organization and management of teaching activities, taking into account the goals and guidelines established with the coordination of the Academic Council. These goals and guidelines are identified and specifically governed by the General University Rules.
2. When a new program (degree program or other institutional program) is established, the School the program belongs to must be specified in the documents for the deliberating academic bodies.
3. For the purposes hereof, the Dean of each School reports to the Rector in the pursuit of the strategic goals set by the University and collaborates with the administrative structures, with particular reference to:
  - a) establishment, annual offer or closure of degree programs and other institutional university programs;
  - b) their monitoring;
  - c) communication and promotion of the programs' portfolio;
  - d) guidance and recruitment of prospective students;
  - e) selection and admission;
  - f) student services;
  - g) professional guidance and career services;
  - h) study abroad programs.
4. The Dean makes decisions aiming to optimize the quality of teaching and the renewal of curricula and programs, respecting Bocconi University's general financial stability which is established by the University Board.

### Article 6 (Degree program internal structure)

1. In accordance with the provisions of the General University Rules, each "laurea" (3-y first level degree) and "laurea magistrale" (2-y second level and 5-y single-cycle degree) program shall formally comprise:
  - a) the Program Director;
  - b) the Program Committee;
2. In accordance with the provisions of the General University Rules and the dedicated regulations, each PhD program shall formally comprise:
  - a) the Program Director;
  - b) the PhD Faculty Board.
3. The Program Committee and, for PhDs, the PhD Faculty Board, assists the Program Director in managing the degree program, in particular by:
  - a) making proposals regarding the management and organization of the program's educational activities;
  - b) making proposals to the School Council for changes to the program's rules and regulations and to the "ordinamento didattico" (ministerial key features of the program);
  - c) submitting to the School Council the teaching needs for which the introduction of new courses is required;
  - d) examining for approval student study plans with the support of the competent administrative offices;
  - e) examining for approval the transfer requests made by students leaving or entering other Bocconi/ other university degree programs, effecting the recognition of credits earned, with the support of the competent administrative offices;

- f) recognizing credits earned at other universities by students enrolled in Bocconi 3-y, 2-y 5-y degree programs;
  - g) making the proposal of the annual teaching assistantship scheduling, within the caps of the allocated budget;
  - h) approving the Annual Monitoring Report and the Periodic Review Report;
  - i) examining the annual report on 3-y, 2-y 5-y degree programs drafted by the Student-Faculty Joint Teaching Committee;
  - l) monitoring the progress of study programs, including the analysis of the statistical data provided by the administrative offices, and contributing to the self-evaluation tasks in the framework of the accreditation processes mandated by law.
4. The responsibilities cited in subclauses d), e), f), g) and h) may be delegated to the Program Director or to another body identified in the Programs' Rules and Regulations.

#### **Article 7 (Internal structure of other institutional university programs)**

1. First and second level Specialized Master programs, specialization programs and Short Continuous Training Programs are coordinated by a Program Director, in accordance with the provisions of the General University Rules.
2. The powers of the Program Director and of any other bodies, along with the organization and functioning of these programs, are governed by the dedicated regulations.

#### **Article 8 (Monitoring and evaluation of teaching activities)**

1. Bocconi University is committed to the continuous improvement of its activities and services. To this end it adopts a system of internal quality assurance and teaching evaluation grounded in continuous monitoring of the quality levels of the educational offer.
2. The Evaluation Unit carries out its tasks independently, as established in the University's Statute, the General University Rules and in the dedicated regulations.
3. The Quality Assurance Committee operates in accordance with the provisions of the General University Rules and the dedicated regulations. For the purposes hereof, in particular, it is responsible for:
  - a) monitoring quality assurance processes and fostering ongoing improvement, with particular reference to evaluation surveys by students (including PhDs), graduating students and graduates;
  - b) verifying the periodic updating of the information contained in the "Degree Program's key features profile" ("scheda SUA – CdS"), including stakeholder consultation outcomes and the effectiveness of remedial and improvement actions, in conformity with stated plans and declarations;
  - c) conducting periodic reviews of the degree programs;
  - d) disseminating the Guidelines for Quality Assurance tasks.
4. The Planning and Liaison Committee operates in accordance with the provisions of the General University Rules.
5. The Student-Faculty Joint Teaching Committees operate in accordance with the provisions of the General University Rules and the dedicated regulations.
6. On the basis of recommendations by the Ministry and by the University Evaluation Unit, the Quality Assurance Committee and governing bodies, Planning, Control & Valuation gathers and processes elements pertinent to the monitoring of teaching, on the basis of the information and data supplied by the competent offices.
7. The overall results of the evaluation activities are submitted to the competent bodies in order to enable them to take the appropriate decisions.



## CHAPTER III

# DEGREE PROGRAMS AND OTHER INSTITUTIONAL UNIVERSITY PROGRAMS

### ITEM I

#### ESTABLISHMENT, ANNUAL OFFER, CLOSURE

##### **Article 9 (Establishment, annual offer and closure of study programs)**

1. The establishment of degree programs, with approval of the relevant ministerial key features (“ordinamento didattico”), is decided in keeping with current provisions on university system planning and accreditation.
2. In accordance with the Statute, this is the duty of the University Board, upon proposal by the Faculty Council who, in turn, receives a proposal by the Academic Council. The latter submits the proposal on the initiative of the Dean of the School the program belongs to, after the opinion of the School Council has been obtained.
3. Before this deliberative procedure is completed, the Evaluation Unit must submit its assessment, drafting a specific technical report in the name and on behalf of the National Agency for the Evaluation of Universities and Research Institutes (ANVUR).
4. Decisions regarding the ministerial key features of 3-y, 2-y, 5-y degree programs as well as PhD programs are made after consultation with stakeholders, with particular reference to the assessment of job market needs and career opportunities. When required by law, the opinions of the Student-Faculty Joint Teaching Committee and of the regional university coordination committee are also obtained.
5. The annual offer of degree programs is decided by the University Board upon proposal by the Academic Council, in keeping with the following requirements:
  - a) transparency and fulfillment of all necessary conditions required for adequate communication to students and all parties interested in the programs’ characteristics;
  - b) quality assurance as regards the educational processes;
  - c) structures and tenured faculty, who must be available to maintain the programs;
  - d) rules of size as regards the sustainable number of students for each program.
6. In accordance with the Statute, the closure of degree programs is the responsibility of the University Board, upon proposal by the Faculty Council, who, in turn, receives a proposal by the Academic Council. The latter makes such requests on the initiative of the Dean of the School the programs belongs to, after the opinions of the School Council and of the Student-Faculty Joint Teaching Committees have been obtained (applicable only to 3-y, 2-y, 5-y degree programs).
7. In the event that a program is not offered anew, Bocconi University nonetheless assures the possibility for students already enrolled therein to complete their studies and obtain the relevant qualification, delegating the competent teaching structures to administer the students’ right to opt for enrollment in other programs.

##### **Article 10 (Establishment, annual offer and closure of other university institutional programs)**

In accordance with the Statute, the establishment, annual offer and closure of other university institutional programs is the duty of the University Board, upon proposal by the Faculty Council, who, in turn, receives a proposal by the Academic Council. The latter makes such requests on the initiative of the Dean of the School the program belongs to, after the opinion of the School Council has been obtained.

**Article 11 (Ministerial key features)**

1. The ministerial key features of 3-y, 2-y, 5-y degree programs are annually filed on the Ministry database - Degree Programs' key features profile ("scheda SUA-CdS"). In keeping with the provisions of the field of study concerned, they include:
  - a) name of the program, field of study, language and teaching mode;
  - b) specific qualifying goals and description of the educational path, as well as intended learning outcomes, in line with the system of descriptors adopted at the EU level;
  - c) job profiles, including professions classified by Italy's National Institute of Statistics (ISTAT);
  - d) table showing how the study plan structure fulfills the ministerial requirements set for the "ministerial field of study" the programs belongs to;
  - e) more in detail, credits assigned to each "type of activity" (basic, characterizing, ...) and – when appropriate - to disciplinary fields;
  - f) entry requirements;
  - g) maximum number of credits that may be recognized for professional knowledge and skills, certified pursuant to current legislation, along with other knowledge and skills acquired in post-secondary level education;
  - h) characteristics of the final exam for obtaining the qualification and final exam modalities.
2. The program's key features also include the reasons for having more than one program in the same field of study and possible affinities with other programs in the same field. "Close" 3-y degree programs (programs with affinities) share the same common basic and characterizing educational activities for a minimum of 60 credits.
3. Each program may be organized in curricula, governed by the programs' rules and regulations. Neither the name of the program nor the qualification awarded may refer to curricula. In any case programs organized in curricula share a broad common basis, so as to ensure homogeneity and cultural consistency among the graduates of a given field of study.
4. In the case of programs in partnership with other universities, the related agreement, which is an integral part of the program's key features, also includes organizational and operating issues, the allocation of the educational activities between the universities involved, as well as the name of the university acting as administrative head center.
5. In the disciplinary areas of basic and characterizing activities, the study plan may include educational activities that refer to disciplinary fields other than those included in the standard ministerial table of the field of study the programs belongs to, provided that the qualifying goals of the program are in line with the general qualifying goal of the ministerial field of study and provided that, at least 40% or 30% - respectively for 3-y and 2-y degree programs - of the credits needed to obtain the qualification shall be reserved to the standard disciplinary fields included in the ministerial table.
6. The program's key features are issued by decree of the Rector who, moreover, sets the date of their coming into effect.
7. This article, insofar as compatible, also applies to changes in the program's key features ("modifica di ordinamento didattico").

**Article 12 (Programs' rules and regulations)**

1. The rules and regulations for degree programs and Specialized Master programs are defined and/or modified by the School concerned, in conformity with the related "program's key features" and the University Academic Regulations. These specify the orga-

nizational aspects of such programs.

2. Also referring to the related program's ministerial key features and the information published on Bocconi University's institutional portal, the rules and regulations for degree programs include:
  - a) the qualifying goals, intended learning outcomes (in terms of knowledge and competences) and job profiles;
  - b) any curricula offered to students and, where necessary, the rules regarding the submission of individual study plans;
  - c) entry requirements and how these are verified;
  - d) the list of courses (and relative modules, if any), with specification of the disciplinary fields, and information regarding exam sequence and prerequisites (if any);
  - e) the credits attributed to each course;
  - f) the teaching methods and competency assessment methods;
  - g) the competency assessment methods for foreign languages and the related credits;
  - h) the competency assessment method for internships and similar activities and of periods of study abroad and the related credits;
  - i) the other educational activities and the related credits;
  - l) the characteristics and procedures of the final exam, the credits attributed to it and the criteria for attributing the final grade (as well as honors);
  - m) other provisions on possible student obligations;
  - n) the procedures for possible transfer from other study programs, including rules about credit recognition;
  - o) how knowledge acquisition is verified for the purposes of acquiring credits.
3. Bocconi University ensures the periodic review of programs, particularly as regards the number of credits attributed to each course or other educational activity.
4. The programs' rules and regulations and any modifications thereto are issued with a decree of the Rector.

### **Article 13 (Admission requirements for study programs, knowledge required for access and admission procedures)**

1. In accordance with the Statute, the University Board, upon proposal of the Academic Council, determines the maximum number of students to be admitted to the first year of each degree program and other institutional university programs, as well as the admission procedures appropriate for ascertaining applicants' preparation. The target number of students is set on the basis of the availability of teaching and logistical facilities and IT infrastructures shall be assessed, as well as that of faculty members and administrative staff. The Academic Council makes the proposal on the initiative of the Dean of the School concerned, who obtains the opinion of the School Council.
2. In order to be admitted to a "laurea" (3-y first level degree) or "laurea magistrale a ciclo unico (5-y single cycle degree) a secondary school diploma or a non-Italian diploma recognized as equivalent by the Admission Committee is required.
3. Students are also required to possess or acquire an adequate initial preparation. Key program features and programs' rules and regulations define the entry requirements and how initial preparation is verified. If the result of verification is not successful, specific further educational obligations are assigned; these must be met during the first year of the program. In order to facilitate fulfillment of such further obligations the teaching structures may call for the introduction of complementary educational activities.
4. In order to be admitted to "laurea magistrale" (2-y second level degree; MSc) a "laurea" (3-y first level degree; BSc /BA) or a "laurea magistrale a ciclo unico (5-y single cycle second level degree; Integrated MSc/MA), or non-Italian first level degree recognized by the Admission Committee (EQF level 6) is required.

5. The programs' rules and regulations define the entry requirements, which comprise the curricular requirements (in terms of degree level, which must be fulfilled) and the procedures to check if the initial preparation is adequate.
6. In order to be admitted to a "dottorato" (minimum 3-y; third level degree; PhD) the applicant must possess a "laurea magistrale" (2-y or 5-y second level degree) or non-Italian second level degree recognized by the Admission Committee (EQF level 7).
7. In accordance with the provisions of the dedicated Rules and Regulations, the PhD admission process is regulated by a public call that specifies the academic qualification required (in terms of degree level), the language requirements to be met as well as selection criteria.
8. Before the start of the academic activities of the year, Bocconi University organizes the selection procedures to admit students within the target number of places made available, pursuant to the provisions of the Statute.

## CHAPTER IV

### COURSES AND OTHER EDUCATIONAL ACTIVITIES

#### ITEM I

#### EDUCATIONAL OFFER AND ACADEMIC PLANNING

##### **Article 14 (Type and structuring of courses and of other educational activities)**

1. 3-y, 2-y and 5-y degree programs' rules and regulations may provide for courses organized into modules of different duration, and consequently, different weights in terms of credits (ECTS). The final exams of courses organized into modules must ascertain students' knowledge acquisition in each module, but the exam is deemed passed and the credits are definitively registered in the student's academic career only upon completion of all the modules.
2. In addition to courses, the programs' rules and regulations may provide for preliminary courses, seminars, and other activities deemed adequate to attain the program's educational objectives. They may be introduced in keeping with the available financial resources. For each course the following must be specified:
  - a) the relative disciplinary field(s) and the disciplinary area;
  - b) the relative credits (ECTS);
  - c) the types of verification of knowledge acquisition that allows credits to be obtained.
3. Courses and other educational activities, including the final exam, may be conducted in a foreign language.
4. Courses of any type and duration may be monodisciplinary or integrated (i.e. covering more than one disciplinary field) and may be taught by more than one single faculty member.
5. The programs' rules and regulations may also allow, within the limits set by law, remote teaching, specifying the modes of attendance, where applicable, and related verification.
6. Upon proposal by the School Council, the Academic Council decides cases when the study plan of a program borrows a course from another program.

##### **Article 15 (Credit point units)**

1. Credit point units (in short: credits) represent the unit of measurement of the student's workload required to complete the study plan's educational activities and earn the university degree. One credit corresponds to 25 hours of overall workload, comprising lectures, exercises, practical activities (labs) and other "guided" activities required by the study plan, as well the hours of individual study needed to complete preparation and

pass exams and other competency assessment methods aimed at verifying the acquisition of knowledge and ability to apply knowledge (such as languages, internships and similar activities, final degree exam).

2. For 3-y, 2-y and 5-y degree programs, the portion of overall commitment measured in hours that must be reserved for individual or group study or, more generally, for other activities not guided by the faculty member is, normally, about two thirds of the total workload. The programs' rules and regulations may establish a different portion of commitment reserved for individual study which, in any case, cannot be less than half of the overall workload. Exceptions may apply for highly practical – learning by doing – educational activities.
3. The credits corresponding to each educational activity are acquired by the student by passing the exam or other assessment tests to verify the acquisition of knowledge and ability to apply knowledge, as established by these Regulations and by the programs' rules and regulations.
4. Each educational activity included in the study plan which is attached to the programs' rules and regulations must be assigned a number of credits which is consistent with the workload scheduled for the student so as to avoid a fragmentation of the educational activities. The maximum number of exams is established in the programs' rules and regulations in keeping with current legislation.
5. Activities excluded from the calculation of the number of exams may be determined, with academic bodies explaining such decision and in keeping with current legislation.
6. The Italian credit system coincides with the ECTS (European Credit Transfer System). Therefore, one Bocconi credit is the equivalent of one ECTS credit.
7. The programs' rules and regulations may establish the minimum number of credits that a student must obtain in an academic year in order to be allowed to enroll in the following year. In such case, students who do not obtain the minimum number of credits set for the year enroll in the following year as "repeating" students.
8. Students who, at the end of the final year of a program's normal duration, have not obtained all the credits required for the awarding of a degree may continue their studies by enrolling as "fuori corso" students.
9. Without prejudice to specific agreements with other universities, in order to obtain a degree from Bocconi University, at least half of the credits reserved for educational activities involving classroom instruction must be obtained at Bocconi University.
10. Should a student request recognition of previous university studies, the study program's internal structure shall recognize the greatest possible number of credits obtained – when necessary by interviewing the student in order to check the competences actually possessed. For programs belonging to the same field of studies, programs' rules and regulations may provide that the recognition is up to the credits assigned to the disciplinary field (or groups of disciplinary fields) set in the table of "ministerial program requirements,"<sup>1</sup> with possible distinction depending on the "type of activity" and disciplinary area.
11. In the event of a student's transfer between degree programs belonging to the same field of study, the number of credits relating to the same disciplinary field directly recognized for the student cannot be less than the limit established by current legislation. Any refusal to recognize credits must be duly explained.

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<sup>1</sup> Table showing how the study plan structure fulfills the ministerial requirements set for the "ministerial field of study" the programs belongs to: credits assigned to each "type of activity" (basic, characterizing, ...) and to disciplinary fields.

## **Article 16 (Planning of teaching activities and academic calendar)**

1. Upon proposal by the Schools, the Academic Council decides annually on the courses to be offered and the related teaching roster. Moreover, in line with criteria of effectiveness, competence and balanced division of workloads, it assigns the teaching and organizational tasks, taking into account the need to fill the “minimum teaching requirements” prescribed for Core tenured and non-tenured Faculty members, according to their contractual position (ministerial / Bocconi contract).
2. Schools express their opinion on the teaching roster proposed by Departments; in case of disagreement among Departments, the Academic Council is entitled to the final decision
3. Each Head of Department annually verifies the faculty members’ fulfillment of minimum teaching requirements.
4. The academic calendar determines the time frame structure of “Teaching” at large, in particular teaching periods and exam periods. It is approved by the Academic Council, upon proposal by the Schools.
5. The academic calendar generally calls for non-overlap of the periods dedicated to teaching and those dedicated to exams and other verifications of students’ preparation, including final degree exams; it provides for the division of the academic year into teaching periods (semesters, bimesters, other periods).

## **ITEM II**

## **FACULTY MEMBER TEACHING DUTIES AND OTHER REMUNERATED ACTIVITIES ARTICLE**

### **Article 17 (Faculty member teaching duties)**

1. Within the framework established by ministerial and Bocconi contractual provisions, each faculty member is required to:
  - a) conduct in person the assigned classroom activities, promptly notifying the competent structures of any absences or changes to class timetables;
  - b) assure office hours continuously throughout the academic year, in accordance with published calendars;
  - c) carry out tasks of guidance and tutoring;
  - d) participate in examining boards and final degree exam boards;
  - e) assure the activity of tutor for first level degree final papers / and advisor for second level degree theses;
  - f) draw up the registers for lessons and other teaching activities.

### **Article 18 (Remuneration for curricular educational activities, and other service activities)**

1. Instructors may benefit from funds made available to foster projects (designing and implementation activities) aimed at improving the quality of teaching and learning methods, as well as funds for guidance and teaching assistantship activities.
2. Instructors are remunerated for teaching activities delivered on top of the “minimum teaching requirements” set for their contractual position (ministerial / Bocconi contract). Moreover, remuneration is provided for in case of:
  - a) tasks of guidance for secondary school students, university students, as well as graduates;
  - b) tutoring activities intended to improve students’ preparation, including (when needed) assistance to overcome specific (including individual) learning difficulties;
  - c) activities related to projects aimed at improving the quality of teaching and learning especially by means of innovative technology based methods;
  - d) participation in boards for State Exams for qualifications to practice regulated professions, or public competitive exams.

**Article 19 (Exams and other competency assessment methods)**

1. Depending on the type and duration of the courses delivered, for each educational activity, the course profile and the syllabus of each course establish exam modalities, as well as assessment criteria.
2. Exams and other performance tests are intended to ascertain the adequacy of the student's preparation to go on with the educational path and to obtain the credits corresponding to the educational activity concerned. Such ascertainties must be individual and must occur in conditions that ensure in-depth evaluation, fairness and impartial evaluation; coherence with course content and with what is explicitly required by the test must be guaranteed.
3. Each course may call for in-progress verification tests. The results of the in-progress tests, complemented by those of a final test (written and/or oral), are considered for the final mark and the relative earning of credits in case the exam is passed.
4. Study plans may include exams organized in different parts in case of courses organized in modules.
5. Oral exams are public. For exams in written form, "exam review" must be ensured.
6. Examining Boards are appointed by the Rector or the Rector's delegate and are made up of at least two members (including the President) and chaired by the course director. When necessary for organizational or logistical reasons, Boards may be divided into sub-boards.
7. In each exam period those students whose administrative status is in order may take all exams, provided that any compulsory exams' sequence (if any) have been complied with. In case it is required that students record their attendance, this must be verified.

**Article 20 (Final degree exam and awarding of degree)**

1. The degree is awarded following a dedicated exam, conducted in Italian or English. The programs' rules and regulations establish:
  - a) the exam's procedures;
  - b) the rules for final grading, which must take into account the performance in previous educational activities and the final paper, along with any other relevant factors.
2. For the awarding of the second level degree (2-y and 5-y degree), the submission and discussion of a thesis, resulting from an original work conducted by the student under the guidance of an advisor, is required.
3. In order to gain access to the final degree exam the student must have obtained the number of credits required under the study program's requirements, net of those attributed to the final work.
4. Students who earn 180 credits (120 / 300 depending on the program) according to the methods prescribed by a degree program's rules and regulations, are allowed to take said exam and may earn the degree irrespective of the number of years enrolled at the University.
5. The final grade is expressed on a scale out of 110. Exam procedures and the criteria for assigning the final grade (including the attribution of honors) are defined in the programs' rules and regulations.
6. Graduation Boards are appointed by the Rector.

## CHAPTER V

### **GUIDANCE, TUTORING AND OTHER STUDENT SERVICES**

#### **Article 21 (Promotion of the educational offer)**

1. By means of adequate methods and tools, the University promotes the dissemination of knowledge regarding its educational offer and organizational procedures.
2. Students are guaranteed the right to information by the prompt publication of the following:
  - a. schedules of teaching activities, and particularly:
    - i. class timetables, including cancellations and postponements (if any);
    - ii. faculty members' office hours;
    - iii. calendar of exam periods and exam session dates, which can never be brought forward;
  - b. guidance and tutoring initiatives;
- c. other services offered to facilitate the running of study programs and allow students to complete the degree in due time.
3. Before the start of educational activities and in any case not later than 31 October of each year, the University makes at least the information required by current legislation available on its website.
4. The Evaluation Unit also verifies such information, including for the purposes of the annual report for the offer of study programs.

#### **Article 22 (Entry guidance)**

1. The University establishes and carries out tasks of guidance and information regarding its educational offer through the Students Outreach and Support Unit, on the basis of a plan prepared annually with the Deans and Program Directors and other structures involved in various capacities.
2. The Students Outreach and Support Unit conducts its own activities in collaboration with high schools and other bodies and entities having the same goals.

#### **Article 23 (Tutoring and student services)**

1. The University ensures tutoring, understood as the set of initiatives intended to orient and assist students throughout their studies.
2. Tutorial functions are carried out by faculty members and may also call for the involvement of Bocconi University students.
3. In addition to tutoring, Bocconi University offers activities and services to support students throughout their studies. These include placement support, cultural, sport, well-being and social commitment initiatives, complementary activities for enhancing behavioral skills, knowledge of foreign languages, IT tools and, more generally, activities and services intended to foster broad-spectrum culture, as well as study abroad programs, campus life activities, and support for student associations.

#### **Article 24 (Job guidance and career services)**

1. Bocconi University provides job guidance services aimed at facilitating graduates' placement on the job market, through the Employer Relations & Career Services Unit.
2. The Employer Relations & Career Services Unit conducts its activities in collaboration with companies, institutions and bodies representing the world of work and the professions.
3. Through its administrative staff, Bocconi University also manages internships for students of degree programs and other institutional university programs.



## CHAPTER VI

# STUDENT ACADEMIC CAREERS

### ITEM I

## ADMISSION, ENROLLMENT, TRANSFERS AND CHANGES OF PROGRAM

### Article 25 (Student status)

1. The status of Bocconi University student is acquired subsequent to enrollment in the degree program to which the applicant has been admitted, after passing the selection procedures. The provisions established annually for the selection and admission procedures also apply.
2. The student status also applies for anyone who, after passing the selection procedures, enrolls in Specialized Master or other institutional university programs, as well as anyone who enrolls in courses for visiting students. Students' self-managed activities do not qualify.
3. The students indicated in clause 2 above do not have the right to vote nor can they stand for election as student representatives in the academic bodies.
4. Concurrent enrollment in two university programs (degree programs / other institutional university programs) is governed by rules set in accordance with current legislation.

### Article 26 (First-year enrollment in degree programs and enrollment in subsequent years)

1. In accordance with the Statute, the Academic Council annually determines the deadlines for submitting applications for enrollment as well as procedures to manage applications, admissions and enrollments.
2. First-year enrollment in a degree program is deemed concluded once the first advance installment has been paid and the enrollment form has been uploaded in the ad hoc online tool.
3. The Rector may, exceptionally, accept delayed applications for first-year enrollment when serious grounds justify such delay.
4. Enrollment in subsequent years is subject to earning the required number of credits and to the fulfilment of other conditions established by the programs' rules and regulations of the respective type of degree programs within the framework of the general criteria contained herein; enrollment as a repeating or "fuori corso" student is established in the programs' rules and regulations as well.
5. Enrollment in academic years subsequent to the first year is completed with payment of the first installment of the enrollment fee.
6. First year students whose enrollment cannot be confirmed and students who do not renew their enrollment in the following years (as regular, repeating or "fuori corso" students, depending on their situation) cannot complete any action in their academic career.
7. Actions in a student's academic career completed in the absence of first-year enrollment or enrollment in the subsequent academic years are null and void and written notification of this fact shall be made to the student concerned.

### Article 27 (Transfer from another university and change of degree program)

1. Applications for transfer made by students enrolled at other universities and requests for change of degree program are evaluated by the Director of the "receiving" program who, to this purpose, shall:
  - a) evaluate the possible total or partial recognition of the studies thus far completed;
  - b) decide on the recognition of attendance, the validation of exams passed and the acquisition of related credits;
  - c) specify the year of the program in which the students are enrolled and the list of educational activities still to be completed.

2. The recognition of credits obtained at another Italian or foreign university (or similar institution) may be decided automatically through dedicated agreements approved by the Academic Council. Such agreements may therefore provide for the direct substitution, within individual curricula, of educational activities conducted at Bocconi University and required by its ministerial program requirements, with equivalent activities conducted at other Italian or foreign universities (or similar institutions).
3. Students who have transferred from another institution must, in any case, obtain at least the number of credits established in the present Regulations at Bocconi University.
4. Acceptance of a transfer application is subject to passing the selection process.

#### **Article 28 (Enrollment and tuition fees)**

1. For all study programs and other University programs, the University Board establishes the amount of the enrollment fee, tuition fees and ancillary expenses, as well as the criteria for granting partial or full waivers from enrollment and/or university fees.
2. The terms and methods of payment, as well as procedures for withdrawal and transfer to other universities, are published annually on the University website in the section "Fees".
3. Bocconi University has long been committed to an investment policy that supports the most motivated and brightest students. To this purpose, various forms of assistance and funding are made available, which allow deserving students to study at Bocconi even when their economic conditions are unfavorable or difficult.
4. The overall set of benefits may vary from year to year and is published well in advance on the University website in the section "*Funding*".

#### **Article 29 (Enrollment in "single" courses)**

1. Students coming from another Italian or foreign university (or similar institution) may be admitted to attend one or more courses for visiting students at Bocconi University, provided that there are no teaching and logistical organization constraints. As regards students who are not citizens of the European Union, such admission is subject to compliance with current ministerial rules.
2. The above clause applies both in case of interuniversity mobility programs regulated by conditions of reciprocity (with exemption from payment of tuition fees) and in cases of "free mover" students, subject to verification and approval by the competent authorities.
3. Enrollment in single courses for visiting students is completed with submission of the application, admission and payment of any tuition fees which may be required.
4. Students enrolled in one or more single courses may obtain an attendance certificate and, if the relative exams are passed, they are given a transcript with specification of the credits earned.

### **ITEM II**

#### **STUDY PLAN AND ACQUISITION OF CREDITS**

#### **Article 30 (Study plan and class attendance)**

1. The first level (3-y) and second level (2-y and 5-y) degree may be earned on the basis of an individual study plan, comprising educational activities other than those provided for by the standard study plan, provided that the ministerial program requirements of the cohort the student belongs to are met.
2. The criteria for drafting and having the study plan approved are approved by the Council of the School the program belongs to and may permit the student to earn credits on top of those required for the degree by enrolling in additional courses and passing the relative exams.

3. Class attendance is strongly recommended. Course profiles and syllabi establish the attendance rules of each individual course.

#### **Article 31 (Educational activities in Italy and abroad)**

1. Credits may be earned at other Italian or foreign universities, in conformity with current legislation provided that an agreement has been signed between the partner universities.
2. The academic rules and regulations regulate the criteria for recognition of the educational activities that students undertake during exchange programs or during joint / double / multiple degree programs with Italian or foreign universities.

#### ITEM III

#### **DISCIPLINARY SANCTIONS**

#### **Article 32 (Behavior and good conduct duties)**

1. Students enrolled at Bocconi University are expected to be fully committed in their academic career. They are also expected to observe the duties of good conduct provided for by the University's Honor Code and the Student Code of Conduct, as complemented by the table of offenses and disciplinary sanctions communicated annually to students via the yoU@B diary.
2. In carrying out their research activities and any teaching activities, PhD students are required to observe the duties of good conduct prescribed by the Honor Code of Bocconi University and the Code of Conduct for Faculty Members and Researchers of Bocconi University. Regarding other matters, the provisions of this article apply to them.
3. According to the Statute, in case of breach of the duties of good conduct or of the principles and rules established by the University's Honor Code and the Student Code of Conduct students are liable to disciplinary sanction, without prejudice to any further sanctions as may be imposed by law.
4. Having full and detailed knowledge of the event, the Rector shall initiate disciplinary proceedings against the accused student, notifying him or her in writing and informing the student that he or she may exercise the right to participate in the proceedings within the following seven days. To conclude, the student may request to be heard in the session indicated therein of the Disciplinary Board or present his or her defense in writing, if necessary, accompanied by documents.
5. Pending the resolution of the disciplinary proceedings, the Rector may adopt interim measures relating to the career of the accused student, if there are serious reasons.
6. In accordance with the provisions of the Statute, the Disciplinary Board carries out, within its competence, the preliminary investigation, also based on the written defenses and documents that the accused student has presented and of what may emerge from the hearing, if requested by the student pursuant to the fourth paragraph of this article. This hearing will take place by telephone or audiovisual link. In addition, it may occur simultaneously for several accused students, where their consent to this purpose has been documented. The Disciplinary Board then reports to the Rector on the outcome of the preliminary investigation, transmitting the proposal for sanction that it deems applicable.
7. The disciplinary procedure must be concluded within 90 days of its initiation. Due to a case's complexity, this term may be suspended by the Rector for a period not exceeding 30 days, to allow the Disciplinary Board to carry out the appropriate investigative activity.
8. Applicable sanctions may be as follows:
  - a) admonition;
  - b) temporary ban from one or more courses;
  - c) suspension from participation in exams or degree exam;

- d) temporary exclusion from the University, with consequent loss of exam sessions, up to a maximum of three years.
9. Disciplinary sanctions shall be evaluated on a case-by-case basis and in proportion to the gravity and reiteration of the event. They must meet criteria of reasonableness and fairness and take into account the intent or negligence, the seriousness of the conduct complained of, as well as any ancillary elements of the conduct, such as – by way of example – its possible repetition or prolongation over time, the student's cooperative behavior or repentance.
  10. Admonitions are issued orally by the Rector or the Rector's Delegate. The application of the remaining sanctions is the responsibility of the Academic Council, to which the acts and documents of the disciplinary proceedings are transmitted by the Rector. Without prejudice to the right to arrange an additional investigation at any time, if deemed necessary, the Academic Council deliberates, taking into account the proposal of the Disciplinary Committee.
  11. All disciplinary sanctions are recorded in the student's academic career and consequently written in the documents for transfer to other universities and in the documents for the Degree Boards for determining the student's graduation grade. Disciplinary sanctions more serious than a admonition or suspension from participation in exams or the degree exam for up to three months also entail permanent ineligibility to stand for election as representatives in academic bodies.
  12. It is the responsibility of the course director to cancel the exam or the in-progress testing relating to which the disciplinary offense was committed or to revoke the qualification of attending student of the student responsible. The latter consequence is also applicable to other educational activities for which an assessment is required (such as seminars, workshops, legal clinics).
  13. Sanctions of suspension from participation in exams or the final degree exam, when expressed in terms of months, are converted into the number of exam sessions that fall within the suspension period. The starting date of the disciplinary measure is proposed by the Disciplinary Board.
  14. For Specialized Master program students, disciplinary sanctions in line with the structural specificities of the programs are adopted, such as deferral of the awarding of the diploma and exclusion from the final ceremony.
  15. The application of a disciplinary sanction more serious than admonition entails the revocation of the financial benefits provided for the recipients of tuition waivers and ISU Bocconi scholarships for the right to university education.
  16. Depending on the seriousness of the disciplinary sanction applied, the University will consider whether to order further consequences, such as exclusion from the exchange program and from Career Service opportunities.
  17. The sanction of temporary exclusion from the University entails revocation of the scholarships and/or need-based waivers defined independently by Bocconi University.

#### ITEM IV

### **WITHDRAWAL, TEMPORARY INTERRUPTION AND ADMINISTRATIVE CERTIFICATIONS**

#### **Article 33 (Withdrawal from studies)**

1. Withdrawal from studies must be expressed in writing and cannot be subject to any deadline, condition or limitation.
2. Students who have withdrawn from studies may obtain certificates relating to their academic career and credits acquired. Certificates must contain a mention of withdrawal.
3. In case of resuming studies, the acquired credits are subject to assessment of non-obsolescence.

#### **Article 34 (Temporary interruption of studies)**

1. Students may request the interruption of their studies for serious prolonged and documented health reasons, maternity or paternity (year of birth of the child), for military or civil service that is mandatory in their country of origin.
2. The programs' rules and regulations and the Guide to the University regulate cases of assessment of non-obsolescence of such students' academic careers.

#### **Article 35 (Certifications of academic records and of degree conferral)**

1. Bocconi University issues certificates, statements, copies, extracts and other documents related to the qualification obtained by students or to their academic records (which include exams and other academic activities that have already been passed and registered together with the relative credits).
2. Bocconi University issues a supplementary certificate (Diploma Supplement) to the degree certification which contains all the relevant information, also in English, related to the academic activities carried out by graduates during their academic career.

### **CHAPTER VII**

## **TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 36 (Approval of and amendments to the University Academic Regulations)**

1. These Regulations are issued by Rectoral decree and enter into force on the date established therein. They are published on the University website.
2. Upon entry into force, all regulatory provisions in conflict with these Regulations are void.
3. The provisions of the two above clauses also apply to the amendments hereto.
4. The attribution of a new or different name to administrative structures shall not constitute an amendment to these Regulations, as long as their assigned function remains unchanged.
5. For any matters not contemplated herein, the current legislative provisions apply as well as what is established in the Statute and in the other Bocconi University regulations.

#### **Article 37 (Changes to degree programs' ministerial key features)**

1. Bocconi University assures the completion of the degree program, and the issuance of the related qualification, to students whose study plan refers to programs that conform to previous ministerial key features.
2. The programs' rules and regulations regulate the possibility for the students mentioned in the previous clause to opt for moving to the updated version of a program (i.e. a program that underwent a change in ministerial key features) or to a newly established study program governed by the provisions hereof.

