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Guides to the University

2007-2008 a.y.
Single courses for visiting students

1.
Student Resources

Visiting students enrolled in the visiting student's program can make use of the resources described in this charter for the duration of their period of study spent at Università Bocconi.

Last change 01/01/0001 00:00

1.1.
International site

The Bocconi international site contains information to help students become familiar with the University and learn how to utilize the numerous online services available.

In addition to the services that can be accessed via Virtual Punto Blu and the yoU@B student diary described in this chapter, the site includes:

- the Teaching section that provides updated information on academic calendars, degree programs, courses, Course Directors and office hours;
- the "Didattica Online" section, from which students can access multimedia learning support materials which are available for some courses;
- the Institutes' online bulletin boards that contain the latest information and updates posted by the Institutes;
- the online bulletin board for Teaching Services and Organization;
- the "How to" section that contains brief guides designed for getting to know the University;
- the "Services" section, to check the services and resources available to students throughout their university careers and to find contacts for any help needed.

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1.2.
The student kit

The student kit is made up of:

- the unofficial academic transcript;
- Bocconi photo ID card;

• password.

1.2.1.
Student unofficial academic transcript

The unofficial academic transcript is a document that, once enrolment has been completed, contains the student's personal details and all the courses foreseen by the program structure. Subsequently the transcript is updated with the dates and marks of exams passed.
The updated transcript - with dates and marks of exams passed - can be printed at anytime from Punto Blu terminals by selecting the UA option as explained in the "Punto Blu, Virtual Punto Blu and Internet points" section in this chapter.
The unofficial academic transcript can be used as a memo but not as a certification. On this transcript teachers may write the marks and dates of exams passed.

1.2.2.
Personalized Bocconi ID card

The personalized Bocconi photo ID card is an essential non-transferable personal document used:

- as proof of identity in the University;
- to sit exams;
- to use IT rooms;
- to use Punto Blu terminals located in the University; see specific sections of this chapter;
- to use the cafeteria;
- to use the Library and to borrow books.

Theft and loss of ID card

If the photo ID card is lost or stolen you should immediately go to:

- the Teaching Services and Organization Desk, (University building, via Sarfatti 25) in order to stop the card from being used by third parties;
- the Library, in order to stop all book loans. Otherwise the original cardholder is obliged to replace any books borrowed.

Students can apply for a replacement card at the Teaching Services and Organization Desk and fill out the application form which can be used as a replacement request as well as a self-declaration of the theft/loss, in cases where the loss or theft report has not been handed in to the local Police or *Carabinieri* station.

Replacement of the ID card

If the magnetic strip of the Bocconi ID card no longer works, students can bring it back to the Teaching Services and Organization Desk in order to have it automatically re-magnetized free of charge.
Cards that no longer work for reasons other than worn magnetic strips can be replaced on presentation of the old card at the Teaching Services and Organization Desk.

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1.2.3.
Password

Once enrolled, students can use the same password as the one used to enroll online to access the services provided according to the timelines and procedures which are explained in specific paragraphs.
Students may personalize the password in order to have two different ones:

- **the Virtual Punto Blu** password (see paragraph 1.3) which is valid for:
  - activating the SMS service (see paragraph 1.6);

- **the online services password**, to:
  - access the yoU@B student diary (see paragraph 1.4);
  - access the Bocconi e-mail account (see paragraph 1.5);
  - access the WI-FI network (see paragraph 1.7.1);
  - access online learning activities (http://www.unibocconi.it/weblearning);
  - access the University network (IT rooms and IT labs).

The **online services** password may be changed via:

- the yoU@B student diary;
- the Webmail program (http://www.unibocconi.it/webmail);
- login functions to access the University website from an IT room for students.

The **Virtual Punto Blu** password may be changed via:

- Punto Blu using the ID card; in this case the old password is not needed since the ID card identifies the student;
- Virtual Punto Blu (http://www.unibocconi.it/puntoblu); in this case the old password is required.

Therefore students who

- don't change the initial password or
- choose two identical passwords

use one password for all services.

For security reasons students are advised to have two different passwords and to change them on a regular basis.

Loss of password

The **online services password** may be retrieved using the password recovery function in the yoU@B student diary.

In cases of lost or forgotten **Virtual Punto Blu password**, students:

- may choose a new one via Punto Blu using their ID card;
- may go to the Teaching Services and Organization Desk (ground floor of University building in via Sarfatti 25).

Password requests can also be made via email to: comunicazioni.didattica@unibocconi.it. The password will only be sent to the student's Bocconi email address.

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1.3.
Punto Blu, Virtual Punto Blu and Internet points

Punto Blu is a self-service terminal that allows students to carry out some of the administrative activities regarding their student life.

Virtual Punto Blu can be accessed either via Internet or via yoU@B, the student diary.

Students can choose the language (Italian or English) of Punto Blu/Virtual Punto Blu.

Punto Blu and Virtual Punto Blu are the tools that can be used by students to register for exams (see chapter 3 Exams).

The following documents can be printed in real time from Punto Blu terminals:

- enrolment in the visiting student's program ;
- official academic transcript;
- unofficial academic transcript;
- receipts for exam registrations.

To access the functions offered by Punto Blu insert the ID card into the appropriate slot and follow the instructions that appear for each individual function.

To access the functions offered by Virtual Punto Blu students must:

- go through the University homepage at http://www.unibocconi.it/puntoblu or yoU@B;
- type in the student ID (login) and the password for accessing online services.

Internet points that provide restricted access to the Bocconi Internet site are located in the rooms in the new University building (piazza Sraffa 13) and also in the entrance hall of the Student Administration Centre.

1.4.
yoU@B student diary

The yoU@B student diary is a service offered to all Bocconi students. Students can start using it from the first day after enrolment is completed.The yoU@B allows students to organize their own diary, receive information from various University Services, keep personal address books, keep notes, check dates, times and rooms for both exams and graduation sessions, check class timetables and so on.
The yoU@B student diary is available in both Italian and English. Students can change languages at anytime.
The information and services available to students via yoU@B are:

- personalized **class timetables:** students can compile personalized class timetables that may be integrated by selecting courses which are not included in their study plans from the general class timetables;
- **exam timetables:** students can compile personalized exam timetables that may be integrated by selecting exams which are not included in their study plans from the general exam timetables;
- **breakdown of students in the classrooms:** for exams and partial exams;
- **daily room allocations:**(for exams, partial exams and various activities);
- **exams results** (on the condition that they have been sent to the Teaching Services and Organization Desk in electronic format);
- **various activities sign-up**;
- **notices:** such as messages from the Teaching Services and Organization Desk and other University Services;
- **online diary:** to check one's lessons, exams and administrative deadlines, make appointments and insert events and personal notes;
- **personal links**;
- **contacts:** (personal address book);

How to access yoU@B
The yoU@B student diary can be accessed from the homepage of the Bocconi website at http://www.unibocconi.it/eng or at http://agenda.unibocconi.it; users must enter their student ID.

For further information: http://agenda.unibocconi.it

It is important to note that the yoU@B is the University's main communication tool used for informing students about teaching activities. Therefore, students are kindly asked to frequently check the messages received.

1.5.
Email

All currently enrolled students are given a Bocconi email account. Students can use this account free of charge. This service is provided by the University in collaboration with Webmail http://webmail.studbocconi.it.

First-year students are automatically assigned an email address upon enrolment.

The Bocconi email address is composed of: personal ID + @studbocconi.it.

Students may also use an alias address to help them in using their Bocconi email accounts. Students must choose from among the automatically-proposed aliases the first time the yoU@B student diary is accessed. Nonetheless, both email addresses will remain active.

In order to ensure that the system functions correctly after choosing the alias, students should adjust the inbox options by following the "alias settings" instructions. This information is available on the Bocconi site at http://webmail.studbocconi.it

Students are kindly requested to periodically check their personal Bocconi email addresses in order to read the messages sent by the University.

For further information:
ASIT (Information Technology and Data Transmission Systems Area)
email: helpmail@studbocconi.it

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1.6.
Personal computers

1.6.1.
Internet points at the University

In order to offer wide access to the Bocconi Internet services, there are currently 450 web points located in the University buildings at via Sarfatti 25 and piaza Sraffa 13, which can be used by students to access their laptops with standard configurations.

Students with Wireless laptop connection can access the University Wi-Fi network where available (Velodoromo, Sarfatti 25).

In order to access these services students must follow the registration procedure.

For further information:

http://www.unibocconi.it/regpc
http://wireless.unibocconi.it/

1.6.2.
IT rooms for students

4 rooms with a total of 243 personal computers connected to the University network are available to students (data refers to May 2007).
The computers can be used by students who are ready to write their final papers or degree theses, as well as for those who want to use data analysis programs, carry out research, email users and, in general, for other learning activities (computerized exercises).
In addition, 1 room (57 PCs) is available for students who are taking LearningSpace multimedia courses.
All computer work stations are equipped with word processing, electronic spreadsheets and data presentation packages. In addition, there are also programs for carrying out the statistical analysis of quantitative data.

The location of the rooms can be found in the area: http://www.unibocconi.it/sedi in Aule.

2.
Lessons

In addition to traditional lessons, teaching for mainly MSc courses may also include case study discussions, practical exercises for which students are asked to prepare beforehand and active class participation. Teachers can also assign individual and/or groups assignments, if necessary assisted by a tutor.

Student workload is expressed in credit points. Each credit point corresponds to an average of 25 hours work for the student, 8 of which are dedicated to classroom teaching activities. Such activities include:

- for undergraduate programs a maximum 2 additional hours of complementary learning activities for each credit point. These complementary learning activities are practical exercises and other class activities that do not add new topics to the course content;
- for MSc programs a maximum of 2 hours where the class group is split into 2 smaller groups for each credit point.

2.1.
Attendance

Attendance at lessons is not compulsory however is strongly recommended since it is consistent with the proposed educational model designed to favour gradual learning, the active participation of students in class and the creation of a dialogue between students and teachers. For some courses the assessment methods may be different for attending and non attending students.

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2.2.
Class Groups

The educational activities are organised into class groups.

Each class group is assigned a specific classroom.

All students belonging to the same class group follow the lessons in their assigned classroom and have the same teachers.

To facilitate educational activities planning (class group numbers and classroom capacity) **students cannot change their assigned class group**.

The class groups remain the same for the entire academic year.

For some educational activities (lessons taught in English or applying specific teaching methods), the class groups are divided into smaller groups (the number of these class groups is between 51 and 99). Students are recommended to follow the indications given by teachers during lessons and to consult the Institute bulletin boards that display the smaller group sign up methods and the relative educational activities of these groups.

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2.2.1.
Specific teaching methodology

Some courses, in addition to the assigned class groups, may include one or more class groups that apply specific teaching methodology. Among the most common of these are the "LearningSpace" method or lessons taught in English, usually by visiting professors.

The list of such classes together with any sign-up methods (extra activity codes, sign-up deadlines and number of places available) will be posted well in advance on the "General Notices" bulletin board which is located on the ground floor of the University building at via Sarfatti 25, and will also be published on the Internet at http://www.unibocconi.it/classtimetable. In addition, the student may consult the yoU@B student diary for a list of activities to which he may sign up.

Students admitted to these class groups receive confirmation through a personal message in their yoU@B student diary. Students who attend "LearningSpace" class groups will be authorized to follow the online course. Further information on authorization for the class groups can be obtained either from the secretary's office of each Institute or can be read on the Internet site at http://www.unibocconi.it/weblearning.

2.3.
Class timetable

The class timetable and relative changes are posted on the dedicated bulletin boards, which are located on the ground floor of the University buildings at Piazza Sraffa 13 and Via Sarfatti 25. In the same place students can also find the computer skills bulletin boards.

It is possible to print the class timetable for the whole semester or the class timetable for individual courses from the website at http://www.unibocconi.it/classtimetable[*].

There are two options:

- in order by code
- in alphabetical order.

The personalised class timetable can be displayed and printed from the yoU@B student diary.

The start of lessons for the 2007-08 a.y. will follow the schedule below:

- First semester:
  - from 12 September to 21 December 2007 Undergraduate courses (codes 5000-6999);
  - from 17 September to 21 December 2007 MSc courses (codes 8000-8999);
- Second semester:
  - 18 February to 29 May 2008 MSc courses (codes 8000-8999);
  - 18 February to 6 June 2008 Undergraduate courses (codes 5000-6999)

* N.B.: Students are advised to always make sure that they are checking the information that relates to their assigned class group for each course. The assigned class group is indicated on the enrolment receipt.

2.4.
Suspension of lessons

On the graduation days, listed below, lessons in all courses for all programs are suspended:

- Friday 5 October 2007;
- Saturday 6 October 2007;
- Friday 14 December 2007;
- Saturday 15 December 2007;
- Thursday 27 March 2008;
- Friday 28 March 2008;
- Friday 30 May 2008.

During the partial exam periods, listed below, lessons in all courses are suspended:

- For all the undergraduate courses (codes 5000-6999)

  - I semester: from Thursday 25 October 2007 to Saturday 10 November 2007;
  - II semester: from Monday 14 April 2008 to Thursday 24 April 2008.

- For all the MSc courses (codes 8000-8999)

  - I semester: from Monday 29 October 2007 to Saturday 10 November 2007;
  - II semester: from Monday 14 April 2008 to Thursday 24 April 2008.

In addition, lessons are also suspended for holidays on the following days:

- Thursday 1 November and Friday 2 November 2007;
- Friday 7 December 2007;
- From Friday 21 March to Wednesday 26 March 2008;
- Friday 25 April 2008;
- Thursday 1 May and Friday 2 May 2008;
- Monday 2 June 2008.

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2.5.
Tutors

2.5.1.
Undergraduate courses (codes 5000-6999)

The Course Director appoints tutors after receiving approval from the Director of the associated Institute. Tutors are teachers who provide support to students, either individually or in small groups, with regard to the understanding and learning of the subjects dealt with during lessons. Tutoring is only provided for some courses.
It is important to underline that tutors:

- are **not** responsible for the exercises already contained in the course program for students, but that they are available for activities that are complementary to the subjects dealt with in the course; such activities may be exercises;
- do **not** replace the consultations between students and course teachers that continue to be available to promote student-teacher integration.

Tutoring is carried out under the supervision of the Course Director and normally through the Institute that runs the course, and is subject to student evaluation as part of the teaching evaluation program. More information about courses and the relative tutoring services (names of tutors, student consultation hours and location) can be found on the "Tutors" bulletin board situated on the first floor of the University building at via Sarfatti 25.
The list of courses that offer a tutoring service can also be found on the University Internet site http://www.unibocconi.it/tutordidattici (Italian version).

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2.5.2.
MSc courses (codes 8000-8999)

For some MSc courses (codes 8000-8999) tutoring is proposed by the Course Director and approved by the Program Director. This type of tutoring includes support for groups of students working on case studies, realisation of the projects, in class practical exercises, and management of the online community. It could also involve lectures that require the use of software ad hoc.

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2.6.
Student consultation hours

The opportunity to consult teachers is designed to integrate the dialogue that students establish with their teachers during the educational activities carried out in the classroom.
These meetings give students the opportunity to ask for further explanations or clarification of the topics that were not understood in depth during the lessons.
The scheduling of these meetings is displayed on the Institute bulletin boards and can also be found on the Internet site at http://www.unibocconi.it/ricevimentodocenti (Italian version) or in the yoU@B student diary, which provides a direct link to the page.

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3.
Exams

Student performance evaluation includes exams and other assessment items that are designed to assess whether students have reached the required levels so that they can be awarded the credit points that correspond to the various educational activities. Assessment items are marked out of 30. Exams and assessment items are always individual.

3.1.
Exam program

Exams, like lessons, are based on the topics described in the course program that is available in 2 versions: the course profile and the course syllabus.

The **course profile** includes the main topics dealt with in the course and is divided into four distinct sections: Course Objectives, Course Content Summary, Textbooks and Detailed Description of Assessment Methods. Students can access the course profiles on the Bocconi Internet site at http://www.unibocconi.it/profiles where students can read, print or save the profiles on file by following the indications given on the site. To help students in choosing courses on the basis of the course contents, the course profiles are published on the site well before the start of lessons. Substantial variations to the course profiles are not envisaged during the year, except for some changes to the textbooks that may be made as a consequence of new publications or updated material that were not available when the profile was finalized.

The purpose of the **course syllabus** together with the information published online is to explain in more detail the topics covered. For every learning session of the course, if possible the reference materials necessary for an in-depth appreciation and consolidation of the concepts dealt with or referred to in lessons and assessment methods are specified and tutors are available (see paragraph 6.6). The course syllabus is prepared by the Course Directors in conjunction with the views of the Program Director. The syllabus is generally distributed during lessons and is also available from the secretary's office of the Institute responsible for the course.

3.2.
Assessment methods

The assessment methods are indicated in a summarised form in the course profiles and are explained in detail in the course syllabuses. In addition, they are also explained by the teachers during lessons and posted in the notices issued by the Institute Secretariat responsible for the course.

The assessment methods may be different for attending and non attending students and/or some exams can only be taken by attending students.

Students are considered attending if they fulfil the course presence requirements as set by the instructor.

For courses that are taught in both Italian and English, written exams are presented in both languages so that students can choose the version according to the class group they attended.

Exams may be entirely written or entirely oral or a combination of a written exam with either an obligatory or optional oral part.

Generally the course assessment methods include both partial exams (one or more) and a single general exam.
Partial exams are not compulsory, although they are strongly recommended.

The results of partial exams are taken into account when calculating the final mark in order to be awarded the relative credit points; passing two partial exams can, if the assessment methods allow, be equivalent to passing the general exam.

Oral exams are open to the public, while for written exams (either general or partial exams) students are guaranteed the right to inspect their exam paper, which they are advised to do before the mark is registered.

Courses that are organised in modules may include assessment at the end of each module, although credit points are not awarded for each single module. Credit points are awarded for the whole course only when students have completed all the programmed modules.

With reference to courses that form part of the MSc programs (codes 8000-8999) it is important that exams are taken straight after the end of teaching. This is due to the fact that the overall mark is determined by a combination of the following assessment elements:

- active class participation;
- quality of individual assignments completed during the semester;
- quality of group assignments;
- result(s) of exam(s), written and/or oral (oral compulsory or optional) scheduled by the Course Director, that may take place during the course (partial exams) and/or at the end.

In fact, the education model adopted by the MSc degrees is characterised by teaching activities aiming to encourage interaction between students and teachers.
In addition to the traditional lessons, teaching also includes case study discussions, practical exercises for which students are asked to prepare beforehand and active class participation. Teachers can also assign individual and/or groups assignments. Therefore, the written and/or oral exam merely represents the final element because the assessment process takes into account diverse elements.

The individual Course Director will decide on the availability of past exam papers, together with the correct answers. If a Course Director decides to distribute past exam papers, a copy is placed in

either the University bookshop or with the relevant Institute Secretariat.
Students can photocopy this material on presentation of their ID card (which must be left as a deposit while they make copies).
Past exam papers released are available for 12 months, unless otherwise stipulated by the Course Director.

3.3.
Exam registration

In order to sit exams and have marks registered/certificated students must register for exams written, oral and partial exams. Registration is carried out at any of the Punto Blu terminal or through Virtual Punto Blu *up to the fourth last working day before the exam itself*.

Registration for written, oral and partial exams can be carried out at any one of the Punto Blu terminals or through Virtual Punto Blu up to the fourth last working day before the exam itself.

The following days and periods are classified as non-working days and therefore are not included:

- Saturdays and Sundays;
- holidays and periods when the University is closed, as indicated below:

  - for 2007 1 and 2 November, 7 December and from 24 to 31 December;
  - for 2008 (up to the September period): 1 January, 24 March, 2 June.

To register for general exams and partial exams students must have paid the 1st instalment of the university fees and tuition and have no academic penalties.
To register, select IP exam registration: a list of the un-passed courses included in the study plan appears. Students should select the type of exam they want to register for (**O** = oral; **S** = written; **I** = partial exam). It is possible to register or cancel for the current date (first date available for that type of exam) or for the next date (second date available for that same type of exam), however, it is not possible to register for both at the same time.
If general exams (O or S) are on the same day as partial exams (one date only), students must choose between the exam types as it is not possible to register for both at the same time.
If the exam timetable shows both a date for the written exam and a date for the oral exam, students must register for both of them (even if they are on the same day). **If students do not register for both of them, they cannot sit the exam.**

In some cases when registering for an exam students will be asked to make a specific choice from among a group of alternatives ("registration to the groups"), for example "attending students", or integrative oral, etc. After selecting the type and date of exam for which they want to register/cancel, a window will automatically appear giving students the possibility of selecting the group they want to register for.
The registration/cancellation operation is carried out only if all confirmation prompts asked for by the system are given. **If confirmation is not given, registration for the specific activity will NOT take place.**

It is possible to display and print the operations carried out for all active exams (that is for the next exams scheduled at the transaction date) at Punto Blu terminals. In addition, students can display all the operations carried out over the last 90 days, including information regarding exams that have already been held.

If the system does not allow you to register for or cancel from an exam, it may be as a result of one of the following:

- the registration deadline has passed;
- the course is not included in the study plan;
- the exam has already been passed;
- the student is suspended for non-payment of university fees and taxes;
- the student does not have the right to sit the exam because the exam is scheduled before lessons finish (end of semester); this does not apply to partial exams.

When the registration to the session has closed, the above criteria will be checked again. If the criteria has not been met the student cannot sit the exam. Students who are suspended after registering for one or more exams and/or partial exams are sent a message on their yoU@B student diary and via SMS informing them that they cannot sit the exam. Students who clear up their position before registration closes have the right to sit the exam. Once students clear up their position they will receive a message via the above channels.

As far as partial exam registration is concerned, students have to follow the instructions given by the teachers and by the Institutes Secretariats responsible for the course. In some cases, for exam mark registration students are required to register for both the partial exam and the first exam session available after the partial exams while in some other cases registration for partial exams is enough.

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3.4.
Period of general/partial exams and timetable

The exam calendar and timetable for the period October 2007 - September 2008 are published in the second half of September 2007 on the University Internet site at http://www.unibocconi.it/examtimetable.

During the year the date or time of an exam session may be changed (only to a later date or time), in which case students do not need to re-register for the exam since their registration is automatically transferred to the new date/time.

Exam dates are updated daily on the Internet site, so that if the date or time is changed, the new date or time is displayed and students may check the original date or time of the exam session by clicking on the relative exam icons.

Personalised exam timetables can be printed out at any Punto Blu terminal and also from the yoU@B student diary, which can be accessed from the Bocconi homepage. Through yoU@B students can integrate their personalised exam timetable with the deadlines of other educational activities and/or personal interest activities, and organise and print all the information recorded in

their diary for the desired period (daily, weekly, monthly etc.).
Changes to the exam timetable are displayed on the "Exam timetable changes" bulletin board located on the ground floor of the University building at via Sarfatti 25.
The different types of exams are identified in the exam timetable by the following letters:

- **PI** Partial exam
- **S** Written exam
- **O** Oral exam

Classroom allocation

The list of classrooms assigned for exams is generally published in the afternoon of the working day prior to the exam date, on the Internet site at http://www.unibocconi.it/classrooms.

They are also posted daily:

- on the ground floor of the University building in via Sarfatti 25 on the "Today's exams and activities" bulletin board;
- on the ground floor of the University building in piazza Sraffa 13, on the monitors and on the bulletin boards.

Students can also check exam dates and classroom allocations by mobile phone using the SMS Bocconi service.

Student allocation

If a **breakdown of students in the classrooms** is necessary for exams and partial exams, this is displayed online on the yoU@B student diary; the subdivision is displayed on the bulletin boards "Exams - breakdown of students", located on the ground floor of the University buildings in via Sarfatti 25 and piazza Sraffa 13.

Students can sit all exam sessions if they satisfy the attendance requirements (the semester of the course included in the study plan must be finished) however, exams must be taken by and not after the last session of the academic year of enrolment (e.g. for the 2007/2008 academic year the last session is held in December 2008).

Lessons are suspended at mid-semester in both the first and second semester for 1st partial exams. 2nd partial exams are held at the end of the semester (*).

The dates of "partial exams" may coincide with the dates fixed for "general exams".

The exam calendar is organised in periods that do not coincide with the periods when lessons are held. In each period there is at least one session.

The exam periods and exam sessions (reference period: October 2007 - September 2008 for all **undergraduate courses** (codes 5000-5999) are scheduled as follows:

Period		I semester	II semester
From	To	courses	courses

Period		I Semester	II Semester
Period I 25/10/07	10/11/07	1st partial exams 1 session	1 session
Period II 07/01/08	26/01/08	2nd partial exams	1 session
07/01/08	16/02/08	2 sessions	
Period III 14/04/08	24/04/08	1 session	1st partial exams 1 session
Period IV 09/06/08	24/06/08	1 session	2nd partial exams
09/06/08	09/07/08		2 sessions
10/07/08	30/07/08	1 session	1 session
Period V 01/09/08	13/09/08	1 session	1 session

Note

- "Session" refers to both the exams of the current year and the previous years;
- prior to the January-February session 2008, there is an early session scheduled during the 10-21 December 2007 period for those students who are incoming (exchange and single courses for visiting students) in the first semester

Please note that for the early session students CANNOT sit exams for previous year's courses.

For **undergraduate courses (codes 6000-6999)** there are 4 sessions scheduled throughout the year. The exam periods and exam sessions (reference period: October 2007 - September 2008 are scheduled as follows:

Period		I Semester	II Semester
From	**To**	**courses**	**courses**
Period I 25/10/07	10/11/07	1st Partial exams	
Period II 07/01/08	26/01/08	2nd Partial exams	
07/01/08	16/02/08	2 sessions	1 session 2006-2007 a.y.
28/01/08	16/02/08		
Period III 14/04/08	24/04/08	1 session	1st Partial exams
Period IV 11/06/08	30/06/08		2nd Partial exams
11/06/08	18/07/08		2 sessions
Period V 01/09/08	13/09/08	1 session	1 session

Note

- The **fourth exam session** for **II semester** courses will be held in **February 2009**;
- "session" refers to both the exams of the current academic year and the previous years;
- exam sessions for the foreign language courses are scheduled for: June, July, September,

October/November 2008; January and April 2009.

For all **MSc programs related to Economics and Management (codes 8000-8999)** 3 exam sessions scheduled during the year. Exam sessions are distributed as follows two at the end of the teaching semester and the third and last one are considered as repeat sessions. The exam periods and sessions are scheduled as follows:

Period		1st semester courses	2nd semester courses
From	**To**		
29/10/07	10/11/07	1st partial exams	1st session 2006-2007 a.y.
Period I			
07/01/08	26/01/08	2nd partial exams	
07/01/08	26/01/08	1 session	
28/01/08	16/02/08	1 session	
Period II			
14/04/08	24/04/08		1st partial exams
Period III			
05/06/08	24/06/08		2nd partial exams
05/06/08	24/06/08		1 session
25/06/08	22/07/08		1 session
Period IV			
01/09/08	17/09/08	1 session	

Note

- "Session" refers to both exams of the current year and the previous years;
- the **third session** for **II semester** courses will be held in the **October - November 2008** period;
- the sessions for foreign languages will be held in: January, February, April, June, September 2008;
- in addition, prior to the January-February session 2008, there is an early session scheduled during the 10-21 December 2007 period , organized for those students who are incoming (exchange and single courses for visiting students) in the first semester.

Please note that for the early session students CANNOT sit exams for previous year's courses.

For **MSc programs related to Law (codes 8000-8999)** the exam periods are scheduled as follows:

- all compulsory courses have 4 exam sessions;
- elective courses that are the same as Master of Science programs related to Economics and Management have 3 sessions;
- foreign languages have 5 sessions.

Period		1st semester courses	2nd semester courses
From	**To**		
29/10/07	10/11/07	1st partial exams	1st session 2006-2007 a.y.

I period	-		
07/01/08	26/01/08	2nd partial exams	
07/01/08	26/01/08	1 session	
28/01/08	16/02/08	1 session	
II period			
14/04/08	24/04/08	1 session for compulsory courses	1st partial exams
III period			
05/06/08	24/06/08		2nd partial exams
05/06/08	24/06/08		1 session
25/06/08	22/07/08		1 session
IV period			
01/09/08	13/09/08	1 session	*1 session for compulsory courses*

Note

- "Session" refers to both exams of the current year and the previous years;
- the **fourth session** for **II semester** courses will be held in the **February 2009** period.
- the sessions for foreign languages will be held in: January, February, April, June, September 2008;
- in addition, prior to the January-February session 2008, there is an early session scheduled during the 10-21 December 2007 period , organized for those students who are incoming (exchange and single courses for visiting students) in the first semester

   Please note that for the early session students CANNOT sit exams for previous year's courses.

3.5.
Examining boards

Examining boards are appointed by the Rector or one of his delegates and consist of at least two members, including a President, and are presided over by the Course Director. When necessary, examining boards may be divided into sub-examining boards.

Examining professors are: the Course Director and the official course teaching team, as indicated in the annual teaching activities program, together with those teaching assistants who have the necessary qualifications and have been proposed by the Course Director.

Students will generally sit exams with the teacher(s) of their assigned class group if they take the exam in the first exam period after the end of the course. In successive exam sessions, exams may also be organized in various class groups, in which case student may sit exams with either a teacher or teachers of one of the class groups, or with an expert in the subject. The class groups

may not be the same that were assigned to the students.

3.6.
Marks

A mark of between 0 and 17 out of thirty is considered unsatisfactory.

A mark of between 18 and 30 out of thirty is considered satisfactory.

Exam commissions may award "lode" (cum laude) to students who obtain thirty out of thirty.

Exams that are awarded a satisfactory mark are considered to have been passed and cannot be retaken (whether they are partial exams or general exams).

Exams that are awarded an unsatisfactory mark are considered to have been failed and must therefore be repeated (this applies to both partial and general exams).

3.7.
Exam procedure

Students must come to exams equipped with their unofficial academic transcript and ID card as well as a valid proof of identity document (e.g. identity card, passport).

Students must sign in order to certify their presence at the exam (this does not refer to mark acceptance).

For written exams, students certify their presence by signing the exam paper.

For oral exams, students certify their presence by signing the appropriate documents used to register the exam mark*.

During exams students may decide to withdraw, in which case their papers are not considered valid and the exam result is not registered.

For written exams students are deemed to have withdrawn if they do not hand in their exam papers at the end of the exam, or if they hand in their exam papers with "withdrawn" written on them. For oral exams, students may only withdraw before the teacher declares the mark.

Withdrawing from an exam is equivalent to not taking the exam.

Handing in written exam papers (whether they are partial or general exams) means accepting the mark the teacher gives the paper, no matter what it is.

*The exam record is indispensable for the mark registration and following mark certification. Students are advised to verify with the professor that the completion of the exam record is correct and complete.

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3.8.
Exam conduct

Exams are official assessments which must be taken in full compliance with the rules.

During an examination students:

- cannot offer or receive any assistance from students or any other party, nor can they use notes unless authorized by the teacher;
- cannot attempt to obtain confidential information about the specific questions of the exam;
- cannot assume the identity of another nor allow others to assume their identity during an exam; nor can students present as their own a piece of work which has been copied, entirely or partially.

Violation of the above rules or the instructions given by the teacher during exams, is cause for cancellation of the exam, and the start of disciplinary procedures. The disciplinary sanctions applied in this University include:

- official warning;
- temporary ban from one or more courses;
- exclusion from one or more exams for one or two sessions;
- temporary suspension from the University and loss of exam sessions (not more than three years).

All disciplinary sanctions are registered in the student's scholastic records, written in the transfer form, and in all university documents used in determining the student's graduation mark. A disciplinary sanction more serious than a warning precludes any benefits (scholarships, housing etc.).

These rules do not substitute the university in the monitoring of the exams. The university will maintain strict exam procedures. At least one teacher will be physically present at each exam. The university moreover will do its best to ensure that the exams are taken in adequate rooms, with enough space and silence to allow students to concentrate. Teachers are required to set clear questions and to mark exams following clear rules, allowing students to show their ability and

degree of understanding of the subject area

3.9.
Publication of exam results

The results of written exams are available from the secretary's office of the Institute responsible for the courses.
The results are also generally published on the Bocconi Internet site, where they can be accessed through the yoU@B student diary. **Marks are communicated for informational purposes only**, therefore once the result of an exam has been registered, students are advised to check that it has been correctly recorded in their academic career by using the "Certification" menu at Punto Blu terminals.
In addition, results are also sent via the SMS Bocconi service

3.10.
Recording, registering and certifying

The final results of exams are recorded with a mark out of thirty and are registered in the student's academic career by the Student Administration Centre.
Each student's "Official academic" transcript contains all the exams chosen by the student, together with the date when the exam was passed, the marks and the credit points awarded for the exams that have been recorded.
The unofficial academic transcript contains only those exams that have been passed, that is the exams for which students have been awarded a sufficient mark.
Only the exams passed are certificated.

4.
Certifications

Students can request the following certifications/documents:

- enrolment in academic year;
- unofficial academic transcript, comprising the educational activities taken including mark if appropriate;
- official academic transcript.

Students can print all certifications at any Punto Blu terminal using their ID card (see Chapter 1) on condition that they have paid their university fees and taxes and are enrolled in the current academic year as visiting students.

Students who cannot go in person to the Teaching Services and Organization Desk can empower, by **written authorization**, another person to request or pick up certifications.

The written authorisation must contain:

- name and surname (family name) of the student;
- personal details;
- personal details of the authorized person;
- type of certification requested, number of copies and the language in which you want the certification (Italian or English);
- signature of the student;
- a photocopy of the student's identity card, or other document.

The authorized person must go to the Teaching Services and Organization Desk with the documents mentioned above and also with their own identity card or similar proof of identity document (e.g. passport).

Students can also request **for any of the certifications via fax** to the number 02 5836.2041. Students must fax the signed request specifying their name and surname (family name), student ID and a contact number, type of certification required, number of copies attaching a complete copy of their identity card or other identity document.

The certifications requested will be sent by post to the address specified on the request.

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