

UNDERGRADUATE SCHOOL

BACHELOR OF SCIENCE PROGRAMS

RULES AND REGULATIONS

AY 2016 - 2017

RD (Rectoral Decree) no. 84, 22 July 2016

In compliance with MD (Ministerial Decree) no. 270, 22 October 2004, Bocconi University Academic Regulations, MD (Ministerial Decree) 16 March 2007, and RD (Rectoral Decree) no. 152, 23 December 2015

Art. 1 Scope of present Rules and Regulations

The following Rules and Regulations (under art. 4 of the Bocconi University's Academic Regulations) are applicable to Bachelor of Science programs of “Università Commerciale Luigi Bocconi” (hereafter “University”).

BSc programs referring to fields of study L-18, L-33 and L-36 (Ministerial Decree 16 March 2007) are offered by the “Bocconi Undergraduate School” and have been accredited in compliance with MD no. 47, 30th January 2013.

The BSc programs currently offered by Università Bocconi, their respective field of study and main teaching language used are as follows:

L-18-Management studies

Economia aziendale e management (Italian)

Economia e finanza (Italian)

Economia e management per arte, cultura e comunicazione - Economics and Management for Arts, Culture and Communication (Italian - English)

International Economics and Management (English)

L-33-Economic studies

Economia e scienze sociali (Italian)

International Economics and Finance (English)

Economics, Management and Computer Science (English)

L-36-Political science and International relations

International Politics and Government (English)

The University also offers the World Bachelor in Business held in English, a triple degree (joint curriculum), in partnership with USC University of Southern California, the Marshall School of Business (Los Angeles) and HKUST Hong Kong University of Science and Technology.

WBB students attend their third year in Bocconi and may choose to spend there also the fourth year. Rules and regulation for the World Bachelor in Business are not covered in the present document because *ad hoc* agreements have been reached among the three partner universities.

For each program, the following details are listed and registered in the official Italian University Offer Databank (Banca Dati Ministeriale dell’Offerta Formativa):

- specific qualifying goals and study plan macro structure
- expected learning outcomes based on “Dublin Descriptors” (knowledge, skills and competences)
- career opportunities
- program requirements
- final paper
- admission requirements

Art. 2 Program requirements: definition

Program requirements refer to all “academic activities” included in the study plan aimed to train students of BSc programs.

Academic activities include: courses (face-to-face and on-line lectures, self-study, tutorials), seminars, foreign languages, IT competence, internship, final paper.

The study plan totals 180 CPU.

Academic activities have been specifically designed to meet the specific qualifying goals of the field of study, in compliance with art. 12, paragraph 2 of MD no. 270, 22 October 2004.

CPU are awarded and registered in the academic transcript upon assessment of students’ preparation. Assessment methods vary according to the academic activity type.

Moreover, the University plans and offers other extra-curricular activities, such as courses, seminars, meetings, cultural events and other interdisciplinary activities which cannot be included in the study plan and are not awarded CPU.

All programs belonging to L-18 and L-33 share a part of academic activities in order to provide the students with a sound cultural background in the core subjects.

Moreover, the first three semesters of the programs listed below have the same format (and are therefore named “common-basis” programs):

- Economia aziendale e management
- Economia e finanza
- Economia e scienze sociali
- International Economics and Management
- International Economics and Finance

Art. 3 Academic activities of Bachelor of Science programs

BSc programs study plans include the following academic activities:

- compulsory courses (set or to be chosen among a limited number of courses listed in the annual Academic Planning)
- compulsory seminars (set or to be chosen among a limited number of seminars listed in the annual Academic Planning)
- elective activities such as elective courses, internship and similar professional training activities;
- IT competence
- first and second EU foreign language
- final paper

Students can be allowed to replace academic activities offered by the University with academic activities held in other Italian or foreign Universities or other similar reputable Institutions (after the full recognition procedure has successfully completed).

The study plan of students attending a program taught in Italian must include at least one course (compulsory / elective) taught in English.

The rule does not apply to students whose study period abroad (Exchange, Free Mover semester) obtained “recognition”, and the foreign University does not require English competence for application/admission.

At least one exam taken abroad included in the study plan must be recognized in order to allow the recognition of the study abroad period.

Details about program requirements of all Bocconi BSc programs are listed in Annex A; for each academic activity the following details are given:

- typology (basic, characterizing, integrative, etc. as per art. 10 DM 270/2004)
- for courses: academic field (economics, management, law, etc.) and disciplinary field (econometrics, organization, private law, etc.)
- CPU value
- scheduling (1st, 2nd, 3rd year of the program)

Credits awarded for academic activities offered by non-university Institutions cannot be recognized for the fulfilment of program requirements.

For each academic activity goals and learning outcomes are specified according to the procedure laid down in the annual Academic Planning.

Art. 4 Selection for specific academic opportunities

The University may offer specific academic opportunities (e.g. spending a period of study abroad). Applying students are selected according to the procedures laid down in the annual Academic Planning.

Art. 5 Online learning activities

On-line learning activities can be offered to support or replace traditional lecturing or other instructor-centred learning activities.

Art. 6 Admission to BSc Programs

The University carries out the selection procedure before the start of the academic activities of the academic year.

BSc program applicants can be selected according to a standard procedure or using different admission methods, depending on the category of applicant (Italian / International) or other elements (e.g. GPA).

Detailed admission procedures are laid down in the annual Academic Planning and published on Bocconi website approximately one year before the beginning of the teaching activities.

Admission is subject to:

- the fulfilment of curricular requirements on secondary school education;
- adequate personal preparation for undergraduate studies, which results in a ranking position within the target number of places made available for each program.

1. Curricular requirements:

secondary school diploma (Italian diploma or non-Italian diploma recognized as equivalent by the Admission Committee). In order to be considered valid, all non-Italian diplomas must be awarded after at least 12 years of study and must be suitable to pursue studies in a first level degree program in the country of issue. A qualifying academic exam for university admission must be passed only if required in the home country.

2. Adequate personal preparation includes:

- Knowledge, skills and potential for success in undergraduate studies
- Language knowledge and competence

As far as knowledge, skills and potential are concerned, the assessment is carried out taking into account:

- secondary school performance (third-last and second-last year)
- performance in an admission test (international test or Bocconi test) concerning numerical reasoning, mathematical logic, critical reasoning, comprehension, problem solving.

Further elements of evaluation (non-mandatory) are as follows:

- language and IT certificates (if included in the list of certificates recognized by the University and published online)
- for international students only (students attending an Italian or non-Italian secondary school abroad or an international school in Italy): complementary dossier in order to have a better understanding of student's profile (e.g. activities summary, personal statement)

As far as language knowledge and competence are concerned, students must have a command of English of at least:

- B1 level (CEFR) for BSc programs taught in Italian. Language competence can be certified by any of the international certificates in English recognized by the University and annually published online (minimum scores required are specified on the website). As an alternative, students can ask to sit an English test at Bocconi, usually held after the admission test;
- B2 level (CEFR) for BSc programs taught in English. Language competence can be certified by any of the international certificates in English recognized by the University and annually published online (minimum scores required are specified on the website) or by a non-Italian diploma among those recognized by the University and annually published online.

Students are admitted on the basis of their ranking position within the target number of places made available for the chosen program (selected as first or subsequent option).

Students can be selected starting from the end of the second-last year of secondary school (if they meet the GPA requirements annually set in the Academic Planning) or during the last year of secondary school.

Students who pass the selections are admitted without additional educational obligations as they have proven to have the adequate entry level of knowledge necessary to pursue undergraduate studies.

Art. 7 Agreements with partner Universities or other qualified Institutions

In case of agreements with partner Universities or other qualified institutions, different prerequisites and methods for evaluating knowledge, skills and potential for success can be set. The selection procedure can be carried out:

- jointly by the institutions with *ad hoc* Admission Committees
- by one institution appointed with approval of all the partners involved in the agreement and on the basis of a shared selection procedure

Art. 8 Admission for Students from other Italian and Foreign Universities

Without prejudice to cooperation agreements, students applying for a Bocconi BSc program who enrolled in an undergraduate program in other Italian or foreign Universities and did not graduate can be admitted to a Bocconi program provided that they pass the selection procedure as per art. 6.

Students can be admitted to the first or second year of a Bocconi program.

In particular, admitted students can enroll:

- in the first year of a program if less than 24 first-second year credits earned by the student are recognized
- in the second year of a program if more than 24 first-second year credits earned by the student are recognized

Credits are earned if the student passes the exam/test and the mark is regularly recorded at the student's University in due time for recognition.

Admitted students can ask for the recognition of the exams passed at the other University by indicating in an *ad hoc* form the correspondence between the exams they passed and the equivalent Bocconi exams. If marks are not expressed out of 30, they will be converted.

Art. 9 Admission of graduates from undergraduate programs in Italian or foreign Universities

Applicants already graduated from an undergraduate program in other Italian or foreign Universities are admitted, provided that they pass the selection procedure, in compliance with art. 6 of these Rules and Regulations.

Admitted students can ask for the recognition of the exams passed at the other University as per art. 8.

Art. 10 Admission of Bocconi graduates

Bocconi graduates are admitted irrespective of the number of places available for a program.

The year of admission is determined as per art. 13, and no limit is set for the number of exams and credits which can be recognized.

Art. 11 Exams passed in other Universities and credit recognition

Without prejudice to international cooperation agreements, exams corresponding to a maximum of 90 credits can be recognized for the students and graduates from other universities admitted to Bocconi

undergraduate programs on condition that not more than 8 academic years have elapsed since they passed these exams.

Exams passed at an earlier date can be recognized only if the corresponding credits are not considered obsolete.

Marks which are not expressed out of 30 will be converted.

Art. 12 Competence

Decisions about applications of students and graduates from foreign universities are made by the specially appointed Admission Committee, on behalf of the Study Program Committee. The Admission Committee ascertains whether the applicant's diploma satisfies the pre-requisite of secondary school education qualifications (as per art. 6) required for admission to a BSc program.

Art. 13 Enrollment in the second year and subsequent years of the program

Students enrolled in the first year of a program who have earned at least 24 credits within the deadlines stated in the annual Academic Planning are admitted to the second year. Non-admitted students can enroll as first-year repeating students.

Students enrolled in the second year are admitted to the third year, irrespective of the credits earned. They can enroll either in the subsequent year or as repeating students.

If a student has registered for repeating a year, he or she cannot sit the exams of the following years.

A student who does not complete his or her studies by the third year of a program, will enroll as a "fuori corso" student (student enrolled beyond regular completion time); however students can also enroll as repeating students.

Art. 14 Review of program choice and change of program

The number of students that can be allowed to review or change degree programs depends on the number of places available deliberated annually in the Academic Planning and on the respective deadlines, procedures and merit-based selection criteria.

Review of program choice

During the first semester of the second year of the program, and depending on the places available, students enrolled in a "common-basis" program can apply for the review of their initial choice and the admission to another "common-basis" program.

Change of program

A change of a program is allowed:

- between "common-basis" programs and non-"common-basis" program at the end of the first, second and third year
- between "common-basis" programs at the end of the second and the third year

Students can apply for a program change when enrolling in the following year (as regular, repeating or "fuori corso" students). The Program Director, acting on behalf of the Study Program Committee, will decide the year of admission depending on the credits already earned by the student.

Art. 15 “Options” – Changes from a four-year degree program into a three-year program

Changes from no longer offered four-year degree programs to the present three-year program are here defined as “options”.

Options are allowed as follows:

- admission to the first year of an offered program if less than 24 of the credits earned by a student are recognized as valid for admission
- admission to the second year of an offered program if 24 or more than 24 but less than 90 of the credits earned by a student are recognized as valid for admission
- admission to the third year if 90 or more than 90 of the credits earned by a student are recognized as valid for admission

Art. 16 “Internal transfers” to three-year programs

Changes from no longer offered three-year programs (MD 509/99) to offered three-year programs (MD 270/04) are here defined as “internal transfers”. Transfers are only allowed to programs for which teaching is activated.

Internal transfers are allowed under the following rules:

- admission to the first year if less than 24 of the credits earned by a student are recognized as valid for admission
- admission to the second year if 24 or more than 24 but less than 90 credits earned by a student are recognized as valid for admission
- admission to the third year if 90 or more than 90 of the credits earned by a student are recognized as valid for admission

Art. 17 Expiration

The obsolescence assessment of the student’s academic curriculum is carried out eight academic years after the end of the standard duration of a BSc program (three years).

If the academic curriculum is positively assessed, a new deadline for the completion of the program will be given, usually corresponding to the standard duration of the program.

Art. 18 “Characterizing and integrative” academic activities

“Characterizing and integrative” activities, as per art.10 MD 270/2004, identify each BSc program.

These activities include courses, set or to be chosen among a selection offered by the University.

The same “Characterizing and integrative” activities are included in the study plans of all students enrolled on the same BSc program.

Assessment methods for courses are specified in art. 25.

Art. 19 Academic activities customizing the study plan

Part of the CPU of the study plan refers to elective activities (typically courses, workshops and internships or similar professional training activities such as field research projects).

Students customize their own study plan by choosing elective courses among courses offered by the University and other Universities, in compliance with the procedures laid down in the annual Academic Planning.

Assessment methods for elective courses are specified in art. 25.

An internship can replace an elective course. Internships, whose minimum duration is stated in the annual Academic Planning, are offered by public bodies, companies, firms and involve practical activities specifically related to each program and agreed upon by the trainee, the hosting structure and the program Director.

A field research project is initiated by a professor. The student involved must carry it out in a Research Center or a Department of the University.

The following elements are required for the assessment of the student's performance in an internship / field project and for the awarding of credits:

- authorization of the internship by competent Bocconi officers
- student's final report
- "Tutor" evaluation
- recognition given by competent Bocconi officers

Art. 20 Seminars

Study plans may include credit-bearing seminars.

Seminars are classified as "professional training activities" and are designed to develop students' soft skills or favor the acquaintance with different business environments.

Seminars include highly interactive class activities supervised by the instructor who may as well invite guest speakers; in addition, students are given individual / group assignments.

Assessment methods are duly described in the course profile (published on the website) and in the course syllabus (detailed session-by-session syllabus).

Students are given a pass or fail grade as the result of the assessment of their preparation through in progress testing (available to attending students only) or final assessment only (available to non-attending students, but open to attending students as well).

Seminars' final grades are not included in the GPA.

Art. 21 Foreign languages

Students must choose two EU languages among those taught at the University.

Guidelines for the choice of foreign languages are stated in the annual Academic Planning, in compliance with the following criteria:

- the choice of a foreign language is based on the language in which a program is taught
- the choice of a foreign language depends on the students' mother tongue

As a general rule, students who are non-native speakers of English are required to have a good command of English, and students who are non-native speakers of Italian are required to have a good command of Italian.

The proficiency to be achieved in foreign languages is stated in the annual Academic Planning and is based on the Common European Framework of Reference (CEFR) levels.

Students will be awarded the credits related to foreign languages after passing one of the international exams or tests recognized by the University, as per annual Academic Planning, or after passing the University's curricular exam.

Credits can be gained with an international certification obtained before enrolling, provided that the validity of the certificate has not expired.

The grade obtained in the international exam or test is converted into a mark out of 30, recorded in the student's academic transcript and it is included in the GPA.

In the annual Academic Planning the University decides which international certificates are held as valid, gives the conversion criteria of grades not expressed out of 30 and sets expiration deadlines.

Art. 22 IT competence

In order to graduate, students must have IT competence enabling them to successfully pursue their careers or continue their studies.

In order to sit the Bocconi IT examination students must hold a certificate of computer skills (recognized qualifications are listed in the annual Academic Planning).

Art. 23 Final paper

The final paper is a theory-based or practice-based paper deriving from study and/or work experience (internship); it is written under the supervision of a Tutor.

The final paper is graded by a special Board composed of at least three members, and students are not required to defend their paper.

The final degree grade is based on GPA, on the grade awarded to the final paper and on the students' overall academic performance (such as performance during stays abroad and internships) as per subsequent articles.

If the undergraduate program is taught in English, the final paper must be written in English.

Appropriate tools can be used by the University to detect plagiarism.

Art. 24 Class attendance

Class attendance is strongly recommended for all academic activities.

Course Directors can use different assessment methods to test knowledge and skills of attending and non-attending students.

The Course Director will highlight and describe the different assessment methods (if any) in the course profile and course syllabus and he/she is responsible for checking attendance.

Art. 25 Assessment methods for courses

Procedures

Courses call for test activities aimed at assessing students' preparation and at awarding CPU as a result.

Courses can be divided into modules, in which case CPU are recorded in the academic curriculum after all modules have been successfully completed.

Testing takes place during the exam periods stated in the annual Academic Planning. At least one exam period is planned at the end of each semester.

Assessment methods must guarantee authenticity of the student's output and third party check.

When the same course is held in different class groups, examinations take place following the same procedures in all involved class groups.

Students' preparation is assessed through in progress testing (available to attending students only) or final assessment only (available to non-attending students, but open to attending students as well).

The mark – weighted on the basis of the course CPU – is included in the GPA.

Assessment methods for each course are described both in the course profile (published on the website) and in the course syllabus (detailed session-by-session syllabus).

In progress testing is carried out in different moments and, possibly, with more than one assessment method, such as (depending on the course and with different weight duly described in the syllabus) partial written exams, oral exams, assessment of active class participation, individual / group assignments (these assignments may result in a written output only or in an oral presentation).

The general exam can be either written and/or oral.

As far as partial and general exams are concerned:

During an exam, a student can decide to leave the room (“withdraw”), in which case the exam is not valid and the student is registered as absent.

In a written exam, the student will hand in the exam paper and write “withdrawn” on it, at any time within the limit set by the faculty member.

A student who has handed in his or her exam paper without writing “withdrawn” must accept the mark he or she will be given.

In an oral exam, the student can withdraw at any time before the examiner has officially announced the mark.

The Course Director decides whether to release or not previous exams' questions and answers.

Grading

Courses are given marks expressed out of 30, resulting from the assessment of the different elements that contribute to the evaluation of students' preparation (general or partial exams, active class participation, individual and/or group assignments). The course syllabus clearly states how the final mark is determined.

Marks are recorded in the students' academic curricula. A mark from 0 to 17/30 is a fail and the student must retake the exam.

A mark from 18 to 30/30 is a pass, and CPU are awarded. A Board of Examiners can decide to assign a 30 “cum laude” mark.

Students are not allowed to repeat an exam they have passed.

Art. 26 Other details about testing: chronological order of exams, extra academic activities, GPA, Code of Conduct

Chronological Order of Exams

Propaedeutic exams are listed below:

Course		Course	BSc
30001 - Statistics	propaedeutic to	30280 - Applications for management	BIEM
30001 - Statistics	propaedeutic to	30284 - Empirical methods for economics	BIEF (ECO)

30001 - Statistics	propaedeutic to	30285 - Empirical methods for finance	BIEF (FIN)
30320 -Quantitative Methods for Social Sciences (Module II - Statistics)	propaedeutic to	30337 - Policy Evaluation	BIG

Checks on exam sequence will be done ex-post (at the end of the exam session), verifying that the propaedeutic exam has been taken either in previous exam sessions or in the same session. If this were not the case, a rectoral decree would annul the exam taken in breach of the compulsory sequence.

As far as all other courses are concerned, it is strongly advisable to do exams following the sequence of first, second and third year academic activities, and, within the same year, the sequence of first and second semester academic activities.

Exams and mobility among programs

In the case of review of program choice, change of program, options and internal transfers, students can sit the exams included in the study plan of the previous years in the first exam period after their new admission.

Extra academic activities

Extra academic activities can be included in the personal study plan. CPU are assigned on top of the 180 standard CPU. A maximum of 3 extra activities can be included in the study plan.

Extra academic activities can be added in the study plan only after all the CPU of the first, second and third semesters have been gained.

Academic activities can be chosen among elective courses, foreign languages and, exceptionally, seminars.

When moving to another program, students may include as extra activities compulsory courses taken in the program of origin without correspondence in the program of destination.

Calculating GPA

The grade point average (GPA) is the weighted arithmetic mean of all marks expressed out of 30. The weights assigned to marks are the courses' CPU.

The mark 30 "cum laude" counts as 31/30.

When the results of some academic activities are not expressed with a mark, these results will not be used to calculate a student's GPA, but can be taken into consideration when assigning the final grade.

The marks of extra activities, if any, will be used to calculate students' GPAs. If extra activities are more than two, the two best marks will be used and, if both marks are the same, the activity giving the most credits will be used.

When exams passed in other universities (by Bocconi outgoing students or by other universities incoming students) are recognized and included in a Bocconi study plan, the "original" mark is recorded in the students' transcripts. Marks which are not expressed out of 30 will be converted according to specific conversion tables.

Personal Data

With the exception of what stated in art. 60 of Legislative Decree no. 196/2003, academic transcripts can be accessed in compliance with Italian Law 241/9 and other related Italian Laws.

Parents can have access to these documents.

More on Personal Data

Students who wish to apply for university programs or to enter the labour market can ask the University to disclose their marks and other non-sensitive personal data, also to private parties, online and abroad. Data will be treated confidentially and will only be used for the purposes specified.

The University can process students' personal data and make them available to other legal entities (the Association of Bocconi University Graduates "Associazione Laureati Università Bocconi"; the EGEA bookshop; the Javotte Bocconi Institute - "Istituto Javotte Bocconi"; "ISU Bocconi") in order to pursue its institutional ends (in relationship with Bocconi institutional activities) and in order to fulfil legal obligations. Data can be processed for research and statistical purposes, to give scholarships and other financial aid, to issue the students' ID cards, to send Bocconi newsletters and journals, to send information and promote Bocconi fundraising campaigns.

Art. 27 Final paper: Submission and Assessment

Submission

In order to submit the final paper to the Graduation Board (art. 27.5 of the University Academic Regulations), a student must have earned the credits required in the program, excluding the credits which will be assigned to the final paper.

Assessment

The final grade is expressed out of 110.

A student completes the program when he or she obtains a total grade of at least 66/110 and his or her final paper is assessed favourably.

The final assessment is based on the students' marks and performance in the program academic activities, in particular on the GPA of the marks expressed out of 30 and then converted into a grade expressed out of 110.

Other points can be added to complete the assessment:

- up to 4/110 can be added depending on the quality of the papers (in terms of content, analysis carried out and conclusions drawn)
- 1/110 can be added for internships and/or exchange programs

The Graduation Board can unanimously assign a grade of 110 *cum laude*, on the basis of criteria defined in the annual Academic Planning.

Art. 28 Recognition of exams and other academic activities abroad

As far as one-semester study abroad programs are concerned, the Course Director, authorized by the Study Program Committee, can recognize exams and other academic activities done in foreign Universities *in toto* or in part (if some integration is required).

The following conditions must be observed:

- the exams must be previously recognized by the Course Director (not all exams are eligible for recognition; the list of the exams that must be passed at Bocconi University is included in the annual Academic Planning)
- a maximum of five courses can be recognized for students who took part in an Exchange or Free Mover semester program

Under special circumstances electives which are not taught at Bocconi University can be recognized; however, recognition must be previously authorized by the Program Director or his/her delegate.

As far as two-semester study abroad programs are concerned:

- The Program Director or his/her delegate are in charge of recognizing exams and other academic activities done in foreign Universities. Academic activities can either be recognized *in toto* or not recognized
- All third-year academic activities are eligible for recognition, with the exception of the internship and the final paper.

Curricular foreign language exams/tests, computer skills exams/tests sat in a foreign University cannot be recognized.

International certificates can be recognized as per art 21 and 22 and they are not included in the maximum number of courses allowed for exchange programs.

Art. 29 Code of Conduct

All students must fulfil all the requirements deriving from their study plan and are expected to conduct themselves in a manner that does not bring the University into disrepute. They must observe the rules laid down by Bocconi University on academic activities, exam procedures, and final paper preparation; they must behave in a respectful manner towards others so that they do not feel that they are discriminated or harassed; they must respect the University buildings, spaces and facilities.

Only audio recording of academic activities is permitted. Video recording is only allowed for specific academic or promotional initiatives of the University.

Inappropriate behaviour and serious offences interfering with the University functioning or causing damage to the University activities or image shall be sanctioned, and further sanctions can be imposed by law.

1) Rules about written exams or tests:

- Before the beginning of exams or tests students must:
 - a) be identified by showing the University badge and a valid personal identification document (ID card, passport)
 - b) take the seat assigned by the invigilator and hold only what is strictly necessary to work. No help is allowed (e.g. books, personal notes, mobile phones, any other electronic device, etc.)
 - c) start doing the exam when instructed
 - d) not try to learn about the content of the exam before the beginning of the exam
 - e) write their given names, family names, ID numbers and signatures on the first page of the examination paper
- During written exams students must:
 - f) keep silent as long as they are in the room (speaking to each other or to other people in the room and making a noise are not allowed). If students need to talk to an invigilator, they can raise their hands and wait for the instructor to talk to them
 - g) not get any help (no cheating, no using any unauthorized materials, no getting in touch with people outside the room, etc.)
 - h) stay in the room for the time set by the invigilator. If it is necessary for a student to leave the room before, he or she may be permitted to do so by the invigilator, who will then note down the incident on the exam report. Before leaving, the student will hand in the examination paper and his or her answer sheets, including rough drafts

- j) observe time limits and all other instructions; if the time limit is exceeded, the exam is not valid and the paper will not be read
 - At the end of written exams, students must:
 - k) hand in the examination paper and their answer sheets to the invigilator and leave the room.
- 2) If a student violates the above-mentioned rules the exam will be annulled, and the paper will not be read.
- Any incident is noted down on the exam report and submitted to the Disciplinary Board, which will then examine the case and propose the disciplinary measure. Further sanctions may be also imposed by law.

Art. 30 Cooperation agreements with other universities or higher education Institutions

Art. 31 - 33 cover national and international cooperation agreements between Bocconi University and other Universities or higher education Institutions.

Agreements aim to:

- offer an *ad hoc* program characterized by one single study plan (jointly designed by all the partners) which results in a multiple or joint degree
- offer programs characterized by two study plans (one for each partner) that overlap in part and that result in a multiple (double) degree

Art. 31 Memorandum of Understanding

A memorandum of understanding (MoU) is needed to finalize the agreement of cooperation. The memorandum must be signed by a legal representative of Bocconi University, as stated by the competent bodies and by the other legal party and must be signed by the deadlines which allow the agreement to have legal effect starting from the academic year agreed upon.

Art. 32 MoU specifics

MoUs must include the following elements:

- characteristics of the Institutions as parts of their countries' higher education systems
- both parties' obligations
- duration of the agreement and renewal conditions
- target students

When the agreement involves the award of a multiple or a joint degree, a MoU must include:

- the qualifications awarded by Bocconi University (degree) and by the partner Institution/s
- the programs involved at Bocconi University and at the other Institution
- the study plan(s); when two study plans are involved (Bocconi University and partner University's study plan), the academic activities that overlap must be listed
- graduation rules
- admission criteria

- administrative aspects, such as payment of tuition fees and other local tax, if any, and aspects related to the award of the degree.

Cooperation agreements, names of partner Institutions and resulting degrees for BSc Programs are specified in the Annual Academic Planning.

Art. 33 Further MoUs specifics

MoUs can include *ad hoc* rules regarding selection procedures and can also state *ad hoc* requirements for the study plan.

Art. 34 Annual Academic Planning

The competent University bodies, the Academic Council, the Faculty Council, the School Council monitor the effectiveness of the University's Rules and Regulations, supplement and amend them when deemed appropriate, and disclose any amendments thereto.

The annual Academic Planning includes resolutions on various issues, among others:

- proposals to the University Board about admission procedures and the number of places available
- programs to be offered
- academic calendars
- structure and organization of academic activities
- assessment of academic activities and students' performance

These resolutions are valid for the academic year when they are adopted and for the subsequent academic years, unless they are supplemented and/or amended.

Art. 35 Information for students

Relevant information about:

- these Rules and Regulations;
- General University Rules and University Academic Regulations

is included and clarified in the Students' Guides.

Art. 36 Formal approval of rules and regulations and transitional rules

These Rules and Regulations, formally approved by the Undergraduate School Council in compliance with the procedures laid down in the Statute, are issued by Rectoral Decree and come into force on the date stated in the Rectoral Decree itself.

ANNEX A
DETAILED PROGRAM REQUIREMENTS

Economia aziendale e management [Business Administration and Management] (CLEAM)

Academic activities by year, CPU, typology, academic field and disciplinary field (as per DM 270/2004)

Academic Activities	No. of credits	Disciplinary Fields	Typology and Academic field (ministerial code)
FIRST YEAR	58		
Economia aziendale e gestione delle imprese	6	SECS-P/07	A az
	4	SECS-P/08	B az
Matematica - Modulo 1 (Generale)	8	SECS-S/06	A sm
Economia - Modulo 1 (Microeconomia)	9	SECS-P/01	B ec
Matematica - Modulo 2 (Applicata)	7	SECS-S/06	B sm
Economia - Modulo 2 (Macroeconomia)	8	SECS-P/01	A ec
Diritto - Modulo 1 (Privato)	6	IUS/01	A gi
Computer science	6		F
Lingua Inglese	4		E
SECOND YEAR	61		
Statistica	8	SECS-S/01	B sm
Storia economica	6	SECS-P/12	A ec
Bilancio - Modulo 1	5	SECS-P/07	A az
Sistema finanziario	6	SECS-P/11	B az
Diritto - Modulo 2 (Pubblico)	6	IUS/05	B gi
Bilancio - Modulo 2	5	SECS-P/07	A az
Programmazione e controllo	6	SECS-P/07	B az
Fondamenti di organizzazione	6	SECS-P/10	B az
Economia e management delle amministrazioni pubbliche	6	SECS-P/07	C
Seminari per lo sviluppo delle competenze manageriali e di leadership	2		F
Seminari di Business Ethics e responsabilità sociale	1		F
seconda lingua straniera	4		F
THIRD YEAR	61		
Strategia competitiva	7	SECS-P/07	B az
Gestione della tecnologia, dell'innovazione e delle operations	7	SECS-P/08	B az
Finanza aziendale	6	SECS-P/09	C
Marketing	7	SECS-P/08	B az
1 opzionale	6		D
Diritto commerciale	7	IUS/04	B gi
Scienza delle finanze	6	SECS-P/03	C
1 opzionale	6		D
1 opzionale o stage in alternativa	6		D/F
lavoro finale	3		E
TOTAL	180		

Economia e finanza [Economics and Finance] (CLEF)*Academic activities by year, CPU, typology, academic field and disciplinary field (as per DM 270/2004)*

Academic activities	No. of credits	Disciplinary Fields	Typology and Academic field (ministerial code)
FIRST YEAR			
Economia aziendale e gestione delle imprese	6	SECS-P/07	A az
	4	SECS-P/08	B az
Matematica - Modulo 1 (Generale)	8	SECS-S/06	A sm
Economia - Modulo 1 (Microeconomia)	9	SECS-P/01	B ec
Matematica - Modulo 2 (Applicata)	7	SECS-S/06	B sm
Economia - Modulo 2 (Macroeconomia)	8	SECS-P/01	A ec
Diritto - Modulo 1 (Privato)	6	IUS/01	A gi
Computer science	6		F
Lingua Inglese	4		E
SECOND YEAR			
Statistica	8	SECS-S/01	B sm
Storia economica	6	SECS-P/12	A ec
Bilancio - Modulo 1	5	SECS-P/07	A az
Sistema finanziario	6	SECS-P/11	B az
Diritto - Modulo 2 (Pubblico)	6	IUS/05	B gi
Bilancio - Modulo 2	5	SECS-P/07	A az
Economia del mercato mobiliare	8	SECS-P/11	B az
Metodi quantitativi per la finanza	4	SECS-S/01	C
	4	SECS-S/06	C
Scienza delle finanze	6	SECS-P/03	C
Seminari per lo sviluppo delle competenze manageriali e di leadership	2		F
seconda lingua straniera	4		F
THIRD YEAR			
Economia monetaria	8	SECS-P/01	B ec
Analisi di bilancio	6	SECS-P/07	B az
Finanza aziendale	8	SECS-P/09	B az
1 opzionale	6		D
Diritto commerciale	7	IUS/04	B gi
Economia e gestione delle istituzioni finanziarie	8	SECS-P/11	C
1 opzionale	6		D
1 opzionale o stage in alternativa	6		D/F
lavoro finale	3		E
TOTAL	180		

Economia e management per arte, cultura e comunicazione - Economics and Management for Arts, Culture and Communication (CLEACC)

Academic activities by year, CPU, typology, academic field and disciplinary field (as per DM 270/2004)

Academic Activities		No. of credits	Disciplinary Fields	Typology and Academic field (ministerial code)
FIRST YEAR		60		
Economia aziendale e delle istituzioni culturali	Management of cultural companies and institutions	11	SECS-P/07	A az
Matematica generale e finanziaria	Mathematics	6	SECS-S/06	A sm
		3	SECS-S/06	B sm
Estetica	Philosophy of art	6	M-FIL/04	C
Diritto - Modulo 1 (Privato)	Law - Module 1 (Private law)	6	IUS/01	A gi
Economia - Modulo 1 (Microeconomia)	Economics - Module 1 (Microeconomics)	7	SECS-P/01	A ec
Metodo, critica e ricerca nelle discipline artistiche - I	Method and research in arts - I	6	L-ART/03	C
Storia economica e del pensiero economico	Economic history and history of economic thought	8	SECS-P/12	A ec
Computer skills	Computer skills	3		F
Lingua Inglese	First foreign language	4		E
SECOND YEAR		62		
Economia - Modulo 2 (Macroeconomia)	Economics - Module 2 (Macroeconomics)	7	SECS-P/01	B ec
Statistica	Statistics	9	SECS-S/01	B sm
Metodo, critica e ricerca nelle discipline artistiche - II - Modulo 1	Method and research in arts - II - Module 1	6	vari	D
Bilancio - Modulo 1	Accounting and financial statement analysis - Module 1	5	SECS-P/07	A az
Antropologia culturale e dello sviluppo	Cultural anthropology	6	M-DEA/01	C
Bilancio - Modulo 2	Accounting and financial statement analysis - Module 2	5	SECS-P/07	A az
Fondamenti di organizzazione	Fundamentals of organization	6	SECS-P/10	B az
Metodo, critica e ricerca nelle discipline artistiche - II - Modulo 2	Method and research in arts - II - Module 2	6	vari	D
Diritto - Modulo 2 (Pubblico)	Law - Module 2 (Public law)	6	IUS/05	B gi
Seminari per lo sviluppo delle competenze manageriali e di leadership	Leadership and managerial skills seminar	2		F
seconda lingua straniera	Second foreign language	4		F
THIRD YEAR		58		
Managerial accounting	Managerial accounting	6	SECS-P/07	B az
Economia delle aziende pubbliche e non profit	Management of public and not for profit organizations	6	SECS-P/07	B az
Marketing nei settori creativi	Marketing in creative industries	8	SECS-P/08	B az
Competitive strategies in creative industries	Competitive strategies in creative industries	7	SECS-P/07	B az

Diritto commerciale	Company and business law	6	IUS/04	B gi
Finanza - Modulo 1 (Finanza aziendale)	Finance - Module 1 (Corporate finance)	5	SECS-P/09	B az
Finanza - Modulo 2 (Sistema finanziario)	Finance - Module 2 (Financial markets and institutions)	5	SECS-P/11	B az
Scienza delle finanze	Public finance	6	SECS-P/03	B ec
Laboratorio o stage o insegnamento opzionale superato all'estero	Workshop/internship/elective course taken abroad	6		D
lavoro finale	Final paper	3		E
TOTAL		180		

Economia e scienze sociali [Economics and Social Sciences] (CLES)*Academic activities by year, CPU, typology, academic field and disciplinary field (as per DM 270/2004)*

Academic Activities	No. of credits	Disciplinary Fields	Typology and Academic field (ministerial code)
FIRST YEAR	58		
Economia aziendale e gestione delle imprese	6	SECS-P/07	A az
	4	SECS-P/08	B az
Matematica - Modulo 1 (Generale)	8	SECS-S/06	A sm
Economia - Modulo 1 (Microeconomia)	9	SECS-P/01	B ec
Matematica - Modulo 2 (Applicata)	7	SECS-S/06	B sm
Economia - Modulo 2 (Macroeconomia)	8	SECS-P/01	A ec
Diritto - Modulo 1 (Privato)	6	IUS/01	A gi
Computer science	6		F
Lingua Inglese	4		E
SECOND YEAR	61		
Statistica	8	SECS-S/01	B sm
Storia economica	6	SECS-P/12	A ec
Bilancio - Modulo 1	5	SECS-P/07	A az
Sistema finanziario	6	SECS-P/11	B az
Diritto - Modulo 2 (Pubblico)	6	IUS/09	B gi
Bilancio - Modulo 2	5	SECS-P/07	A az
Metodi quantitativi per l'economia	4	SECS-S/01	B sm
	4	SECS-S/06	B sm
Microeconomia II	7	SECS-P/01	B ec
Scienza delle finanze	6	SECS-P/03	C
seconda lingua straniera	4		F
THIRD YEAR	61		
Politica economica	8	SECS-P/02	B ec
Diritto commerciale	4	IUS/04	A gi
	3	IUS/05	B gi
Economia industriale	6	SECS-P/06	B ec
Econometria	7	SECS-P/05	B ec
1 opzionale	6		D
Economia internazionale	6	SECS-P/01	C
Economia e management delle amministrazioni pubbliche	6	SECS-P/07	C
1 opzionale	6		D
1 opzionale o stage in alternativa	6		D/F
lavoro finale	3		E
TOTAL	180		

International Economics and Management (BIEM)

Academic activities by year, CPU, typology, academic field and disciplinary field (as per DM 270/2004)

Academic Activities	No. of credits	Disciplinary Fields	Typology and Academic field (ministerial code)
FIRST YEAR	58		
Management	6	SECS-P/07	A az
	2	SECS-P/08	A az
	2	SECS-P/08	B az
Mathematics - Module 1 (General)	8	SECS-S/06	A sm
Economics - Module 1 (Microeconomics)	9	SECS-P/01	B ec
Mathematics - Module 2 (Applied)	7	SECS-S/06	B sm
Economics - Module 2 (Macroeconomics)	3	SECS-P/01	A ec
	5	SECS-P/01	B ec
Introduction to the legal system - Module 1	6	IUS/01	A gi
Computer science	6		F
First foreign language	4		E
SECOND YEAR	60		
Statistics	8	SECS-S/01	B sm
Economic history	6	SECS-P/12	A ec
Accounting and financial statement analysis - Module 1	5	SECS-P/07	B az
Financial markets and institutions	6	SECS-P/11	B az
Introduction to the legal system - Module 2	6	IUS/05	B gi
Accounting and financial statement analysis - Module 2	5	SECS-P/07	B az
European economic policy	6	SECS-P/02	B ec
International macroeconomics	6	SECS-P/01	B ec
Corporate finance	6	SECS-P/09	B az
Leadership and managerial skills seminar	2		F
Second foreign language	4		F
THIRD YEAR	62		
Applications for management	4	SECS-P/06	B ec
	2	SECS-P/07	B az
CSR & Ethics in Business (seminar)	2		F
N. 4 insegnamenti di major tra:	24		C
Organization theory		SECS-P/10	
Marketing		SECS-P/08	
Public management		SECS-P/07	
Technology and innovation management		SECS-P/08	
Managerial accounting		SECS-P/07	
Globalization, societies and institutions (seminar)	2		F
Business strategy	6	SECS-P/07	B az

Comparative business and European law	4	IUS/05	B gi
	3	IUS/14	B gi
1 elective or internship	6		D
1 elective	6		D
Final paper	3		E
TOTAL	180		

International Economics and Finance (BIEF)

Academic activities by year, CPU, typology, academic field and disciplinary field (as per DM 270/2004)

Academic Activities	No. of credits	Disciplinary Fields	Typology and Academic field (ministerial code)
FIRST YEAR	58		
Management	6	SECS-P/07	A az
	2	SECS-P/08	A az
	2	SECS-P/08	B az
Mathematics - Module 1 (General)	8	SECS-S/06	A sm
Economics - Module 1 (Microeconomics)	9	SECS-P/01	B ec
Mathematics - Module 2 (Applied)	7	SECS-S/06	B sm
Economics - Module 2 (Macroeconomics)	3	SECS-P/01	A ec
	5	SECS-P/01	B ec
Introduction to the legal system - Module 1	6	IUS/01	A gi
Computer science	6		F
First foreign language	4		E
SECOND YEAR	60		
Statistics	8	SECS-S/01	B sm
Economic history	6	SECS-P/12	A ec
Accounting and financial statement analysis - Module 1	5	SECS-P/07	B az
Financial markets and institutions	6	SECS-P/11	B az
Introduction to the legal system - Module 2	6	IUS/09	B gi
Accounting and financial statement analysis - Module 2	5	SECS-P/07	B az
Markets, organizations, and incentives (E.)	6	SECS-P/01	B ec
International economics (E.)	6	SECS-P/01	B ec
International and monetary economics (F.)	6	SECS-P/02	B ec
Financial economics (F.)	6	SECS-P/01	B ec
Corporate finance	6	SECS-P/09	B az
Leadership and managerial skills seminar	2		F
Second foreign language	4		F
THIRD YEAR	62		
Empirical methods for economics (Introduction to econometrics) (E.)	6	SECS - P/05	B ec
Empirical methods for finance (Introduction to econometrics for finance) (F.)	6	SECS - P/05	B ec
CSR & Ethics in business (seminar)	2		F
N. 4 insegnamenti di major *	24		C
Macroeconomics and the world economy (E.)	6	SECS-P/01	B ec
Business strategy (F.)	6	SECS-P/07	B az
Globalization, societies and institutions (seminar)	2		F
Comparative business and European law	4	IUS/05	B gi

	3	IUS/14	B gi
1 elective or internship	6		D
1 elective	6		D
Final paper	3		E
	TOTAL	180	

***Major in Economics – 4 courses to be chosen from among:**

The economics of imperfect labour market	6	SECS-P/02
Economics of institutions and culture	6	SECS-P/02
Public finance	6	SECS-P/03
European economic policy	6	SECS-P/02
Development economics	6	SECS-P/01
Monetary theory and policy	6	SECS-P/01

***Major in Finance – 4 courses:**

Management of financial institutions	6	SECS-P/11
Corporate valuation	6	SECS-P/09
Introduction to options and futures	3	SECS-S/06
	3	SECS-P/11
Principles of international finance	3	SECS-P/09
	3	SECS-P/11

International Politics and Government (BIG)

Note. The study plan of BSc in International Politics and Government provides that students must spend one term abroad (compulsory Exchange Program).

Academic activities by year, CPU, typology, academic field and disciplinary field (as per DM 270/2004)

Academic Activities	No. of credits	Disciplinary Fields	Typology and Academic field (ministerial code)
PRIMO ANNO	62		
Political Science and Comparative Politics	8	SPS/04	B pol
Quantitative Methods for Social Sciences (module I - Mathematics)	6	SECS-S/01	A in
Law (module I - Comparative Public Law)	6	IUS/21	B giu
Introduction to Economics (module I - Microeconomics)	6	SECS-P/01	A in
Computer skills	3		F
Introduction to Economics (module II -Macroeconomics)	6	SECS-P/01	A in
History (module I - Global History)	6	M-STO/04	B sto
Political Philosophy	6	SPS/01	B pol
Quantitative Methods for Social Sciences (Module II - Statistics)	6	SECS-S/01	A in
Marketing research skills for Public Policy	3	SECS-P/08	F
First language	6	vari	A lin
SECONDO ANNO	59		
Management of International, Supranational and National Institutions	8	SECS-P/07	C
International Relations	8	SPS/04	A in
Political Economics	8	SECS-P/01	B ec
Accounting and Financial Statement Analysis	6	SECS-P/07	C
Policy Evaluation	6	SECS-P/06	B ec
	2	SECS-S/01	A in
History (module II- History of political institutions)	6	M-STO/04	B sto
Law (module II - International and European Law)	6	IUS/13	B giu
Negotiaton skills	3	SECS-P/10	F
Second language	6	vari	A lin
TERZO ANNO	59		
Sociology	7	SPS/07	B soc
Public governance	4	SECS-P/07	C
	4	SPS/04	B pol
3 electives	18		D
Public Economics	8	SECS-P/03	B ec
Media and Political Communication	3	SPS/04	B pol
	3	SPS/08	B soc
1 elective or internship	6		D
Final paper	6		E
TOTAL	180		

Economics, Management and Computer Science (BEMACS)

Academic activities by year, CPU, typology, academic field and disciplinary field (as per DM 270/2004)

Academic Activities	No. of credits	Disciplinary Fields	Typology and Academic field (ministerial code)
PRIMO ANNO	60		
Mathematics and statistics - Module 1 (Mathematics)	8	SECS-S/06	A sm
Principles of management	8	SECS-P/07	A az
Microeconomics	8	SECS-P/01	A ec
Fundamentals of computer science	8	INF/01	C
Mathematics and statistics - Module 2 (Statistics)	8	SECS-S/01	A sm
Accounting	8	SECS-P/07	B az
Fundamentals of information technology law	6	IUS/09	A gi
	2	IUS/09	B gi
First foreign language	4		E
SECONDO ANNO	62		
Advanced mathematics and statistics - Module 1 (Applied mathematics)	7	SECS-S/06	B sm
Macroeconomics	8	SECS-P/01	B ec
Fundamentals of computer programming	7	INF/01	C
Advanced information technology law	7	IUS/05	B gi
Advanced mathematics and statistics - Module 2 (Advanced statistical methods)	7	SECS-S/01	B sm
Machine learning	6	INF/01	C
Econometrics	8	SECS-P/05	B ec
Principles of finance	7	SECS-P/11	B az
Seminars - Part I	1		F
Second foreign language	4		F
TERZO ANNO	58		
Big data and databases	6	SECS-S/01	B sm
Computational microeconomics - Module 1 (Game theory)	8	SECS-P/01	B ec
Marketing analytics	8	SECS-P/08	B az
1 elective	6		D
Computational microeconomics - Module 2 (Mechanism design)	8	SECS-P/01	B ec
Information systems management	3	SECS-P/10	C
	3	INF/01	C
1 elective	6		D
1 elective or internship	6		D
Seminars - Part II	1		F
Final paper	3		E
TOTAL	180		