Bocconi

FREE-MOVER SEMESTER

GUIDE TO THE INITIATIVE for a.y. 2024-2025

UNDERGRADUATE STUDENTS



International Relations *April 2024*



WHAT IS IT?

Students interested in spending a semester abroad without participating in the Exchange program can enroll as **Free-Movers** (**Fee-paying Visiting Students** *or* **Independent Students** *or* **Contract Students** *or* **Study-Abroad Students**) at some foreign Universities where they can study for **a semester only** in the first or second semester of **their 3**rd **year** (Undergraduate programs).

The **main differences** between the Free-Mover and the Exchange are:

- the admission process freely defined by the host institutions and out of any Bocconi responsibility or involvement;
- the university fees to be paid both to Bocconi and to the host school;
- scholarships are not foreseen for Free-Mover students.



WHAT IS THE PURPOSE OF THIS GUIDE?

The aim is to provide all the **necessary information** to Bocconi students that are interested in this initiative in terms of:

- **01**. Academic requirements
- **02.** Language requirements
- 03. Possible destinations
- **04.** Application procedure & timeline
- **05.** Academic recognition





01. ACADEMIC REQUIREMENTS

WHO CAN APPLY FOR THIS PROGRAM?

Undergraduate students enrolled - in the a.y. 2023-2024 - in their 2nd year of study if:

- ✓ they satisfy both academic/language requirements (see details below)
- ✓ they are **not selected** for the **exchange program** 2024-2025, DD Peking 2024-2025



MINIMUM

Minimum 60% of 1st year credits before semester of departure

ADDITIONAL REQUIREMENTS

- No Bocconi additional academic requirements
- Each hosting School has its own requirements which have to be investigated and fulfilled by the applicant.

Students who **withdrew from the exchange program cannot** apply for the Free-Mover Semester. Students who are in waiting list for the exchange program can apply for the Free-Mover Semester but, if they **apply** for this **initiative**, their name will be **removed** from the **waiting list** by the Study Abroad staff.





02. LANGUAGE REQUIREMENTS



MINIMUM

- English: level B2
- Language of instruction of the Host, if different from English: level B1

The language of selection indicated by Università Bocconi in the Exchange Program destinations is to be considered **compulsory** also to Free-Movers.

Please refer to this link released for the exchange program for specific guidelines on how to satisfy the minimum language requirements.

ADDITIONAL REQUIREMENTS

- No Bocconi additional language requirements
- Each hosting School has its own requirements which have to be investigated and fulfilled by the applicant.





03. POSSIBLE DESTINATIONS



The lists of destinations provided on this page are designed to assist current Bocconi students in finding a suitable partner university for the Free-Mover Semester since most of the partner schools do not accept free-movers if they have already an Exchange agreement with Bocconi.

The universities listed in the pdf document "possible destinations" are those who have accepted Bocconi Students in the past. This does not guarantee these schools will accept students in the future.

Schools which inform Bocconi that they do not accept Free-Mover students are listed in in the pdf document "destinations not available".

POSSIBLE DESTINATIONS

DESTINATIONS NOT AVAILABLE

Any **other destination** must be endorsed ex-ante, on a case-by-case basis, by the Study Abroad Office. The request, accompanied by a letter of motivation and information material on the University selected (ranking, course offer, language of instruction), has to be presented **before enrolling in the foreign university** as a Free-Mover Semester student and sent to the Study Abroad Office through B in Touch.





04. APPLICATION PROCEDURE & TIMELINE



ELIGIBILITY

- ✓ **Check** if you meet the Bocconi requirements
- ✓ Check if you meet the host school requirements
- ✓ **Ensure** you meet the host school application deadlines and procedures



RULES

Bocconi University will authorize maximum 10 students in each destination available, to recognize their courses taken abroad during their Free-Mover Semester. This number refers to the entire a.y. 2024-2025 (considering both first and second term).

Check the **application steps** available in the next slides to get the info on how to secure 1 of the 10 spots at Punto Blu. Places are assigned on a **first-come-first-served basis**.

By getting the slot at Punto Blu, Bocconi authorizes a student to **recognize** the experience, but this does **not guarantee** that the host University will accept the student' application as Free Mover. If the host University accepts a student' application, but he/she do not have the place at Punto Blu, Bocconi will **not authorize** the recognition of the experience.





APPLICATION STEPS

STEP 1 – BOOK A SLOT ON PUNTO BLU

WHEN?



Application **Open**: **May 6th 2024** at **12 p.m**. (Italian time)

Application Close: February 1st 2025 at 12 p.m. (Italian time)

VHERE



Punto Blu

(Details in **Appendix**).

At this phase of the application, students do **not** need to **upload any document**. Students are strongly advised **NOT to take any binding financial commitment** without having secured their place for a specific destination at Punto Blu.





APPLICATION STEPS

STEP 1 – BOOK A SLOT ON PUNTO BLU

Access Punto Blu at the following path:

- ITA: Mobilità Internazionale > Bandi Mobilità > Ambito Mobilità [Free Mover]
- **ENG**: International Mobility > Mobility Exam Notices > Mobility Area [Free Mover]

Click on **Apply**, read carefully and confirm the mandatory requirements and select your destination.

Please, be aware that **only 1 destination** can be selected at Punto Blu and **a maximum of 10 places** (for the entire Academic year 2024-2025) **for each destination are available**. The 10 places are assigned on a **first-come-first-served basis**.

Once applied at Punto Blu:

- If successful, you will be able to display/print the application receipt. You can then proceed with the Partner application as you are among the first 10 students.
- **If not successful**, the system will notify in real time if the destination has just reached the 10 students cap.

If a destination – among the ones listed at Punto Blu - is no more displayed, it means that the 10 students cap has already been reached. If a student cancels the application for that destination, his/her place will become available again.

By getting the slot at Punto Blu, Bocconi authorizes a student to **recognize** the experience, but this does **not guarantee** that the host University will accept the student' application as Free Mover.

Università Bocconi If the host University accepts a student' application, but he/she do not have the place at Punto Blu, Bocconi will **not authorize** the recognition of the experience.



STEP 2 – APPLICATION WITH HOST UNIVERSITY



Once successfully completed Step 1, students can apply at the Host university for a Semester as fee-paying visiting students.

Students are advised that:

- the Study Abroad Office does **not** act as an intermediary between Free-Mover students and host universities;
- the Study Abroad Office does **not** provide any signed or stamped document for students' application.

Students can use the Free-Mover Semester **receipt** as a proof that they are authorized to apply at a host university for a semester only.

If students need a copy of their Transcript, is it possible to

- download an **unofficial** copy available for free at Punto Blu
- request an **official** copy subject to charges through Cert@B, accessible through the student's Diary (see B in Touch > University career certificates and self-certifications)

Bocconi application will open each year in May. Students are strongly advised not to undertake any binding financial commitment before the release of the updated information and/or having secured their place at Punto Blu.





STEP 3 - CONFIRMATION

When students have received a formal admission letter from the host University, they are required to

- access once again their application at Punto Blu to upload the required documentation
- notify the Study Abroad Office through <u>B in Touch > Free Mover</u>

REQUIRED DOCUMENTS



Formal acceptance letter from the host University with a specific indication of the **semester** for which you have been accepted

Proof of Language proficiency among the ones that are suitable to fulfill the minimum language requirement (level B2 for English, level B1 for other languages), if required

VHEN?



At least one working week before departure

The Study Abroad Office will the check if students meet the minimum Bocconi academic and language requirements and will send a notification once the recognition platform is available in the yoU@B Diary.

The Study Abroad Office may (or may not) validate the request according to the eligibility criteria. Only upon receipt of this validation through B in Touch the student is definitely allowed to take part to the Free-Mover Semester experience and register it into his/her career once back.





05. ACADEMIC RECOGNITION

Study Abroad will provide eligible students with a **Recognition Platform** in their yoU@B Mobility sections once the process is finalized.



PRELIMINARY AUTHORIZATION

After evaluating the offer of the host university, students must verify or request **advance recognition authorization from Bocconi faculty members** by following the procedure described

Please refer to this <u>link</u> released for the exchange program for further info.



RECOGNITION PROCEDURE

Only at the end of the mobility, after receiving the **transcript**, students can start the recognition of the exams taken abroad by entering a request through the Recognition procedure available in the yoU@B Diary. Please remember that there is no deadline for the recognition procedure, but students need to pay attention to the Study Plan completion date depending on the graduation session they want to join.

Undergraduate Free-Mover Semester students can have a maximum of 5 Bocconi courses recognized once back from their experience abroad. Students must convert a minimum of 1 exam in order for the Free-Mover Semester initiative to be recognized in the academic career.





Please note that **NO additional point for the graduation grade** is awarded by recognizing a Free-Mover Semester in the student's study plan.





The screenshots displayed in the appendix refer to past academic years.

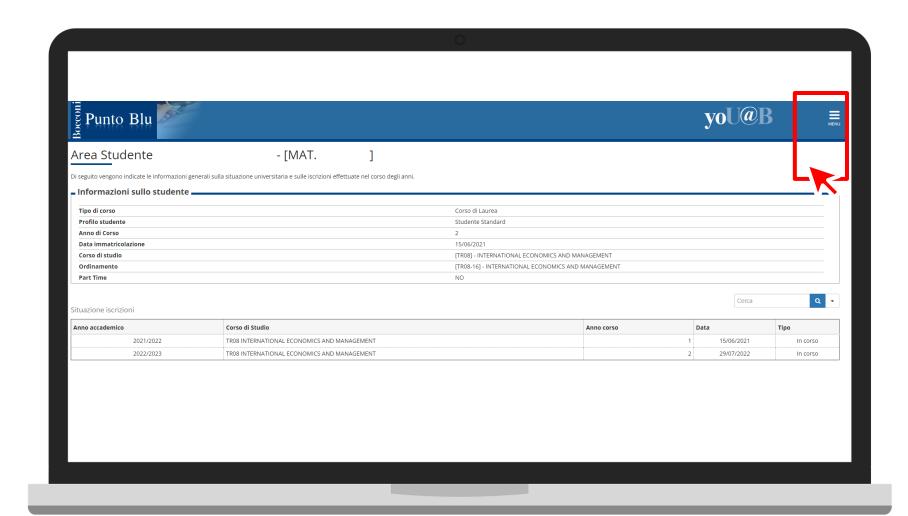
Please consider that **the procedure** is the same for this year.



HOW TO APPLY?

STEP #1

Access your **Punto Blu** and select the **menu** in the top right corner.

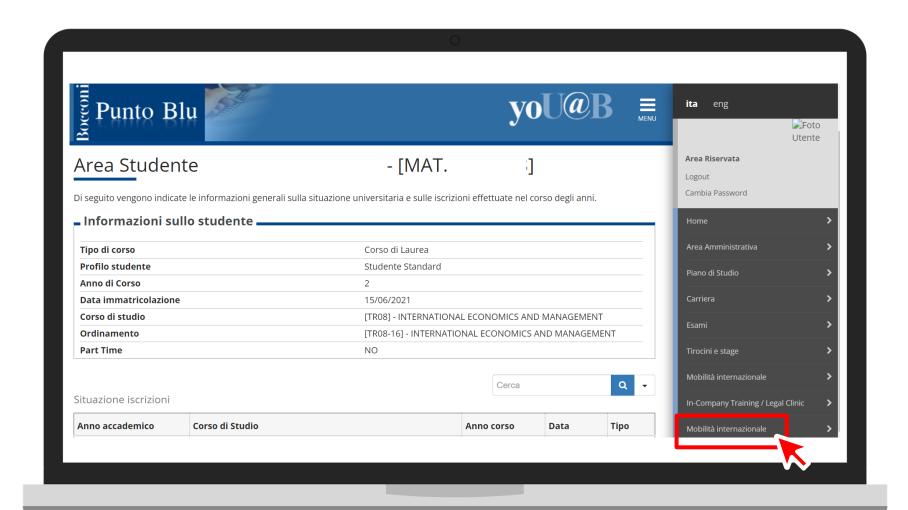




HOW TO APPLY?

STEP #2

Select the last point of the menu: **Mobilità internazionale** (ENG: International Mobility)

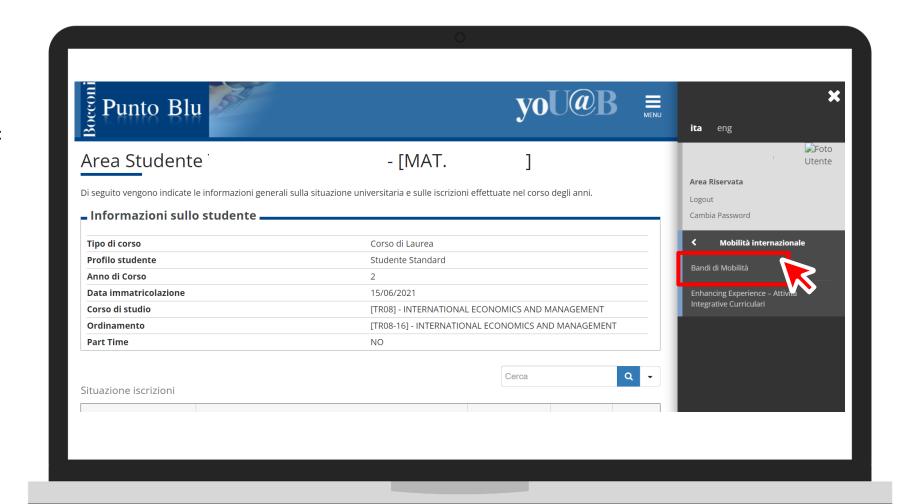




HOW TO APPLY?

STEP #3

Select the first point of the menu: Bandi di mobilità (ENG: Mobility Exam Notices)



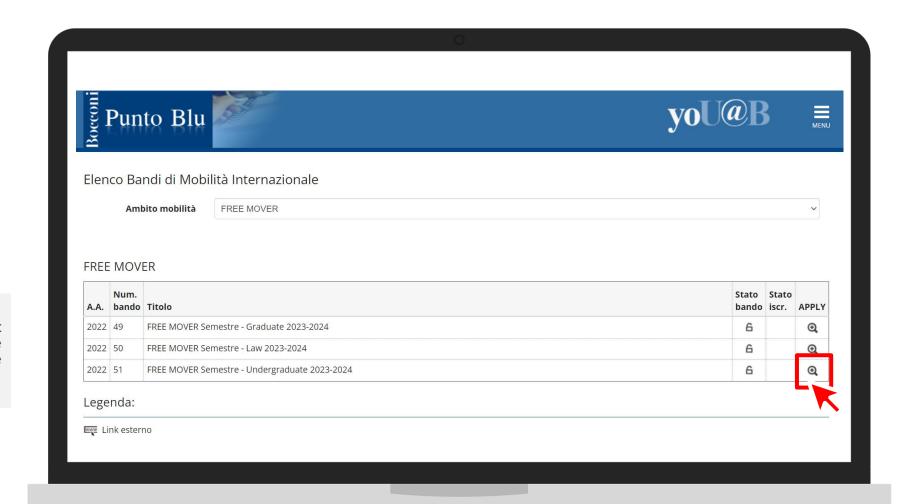


HOW TO APPLY?

STEP #4

From the drop-down menu select **FREE MOVER** and then "Free-Mover Semester – Undergraduate 2024-2025" **Clicking** on the **magnifying glass**.

The screenshots refers to past academic years (2023-2024), please consider that the procedure is the same for this year

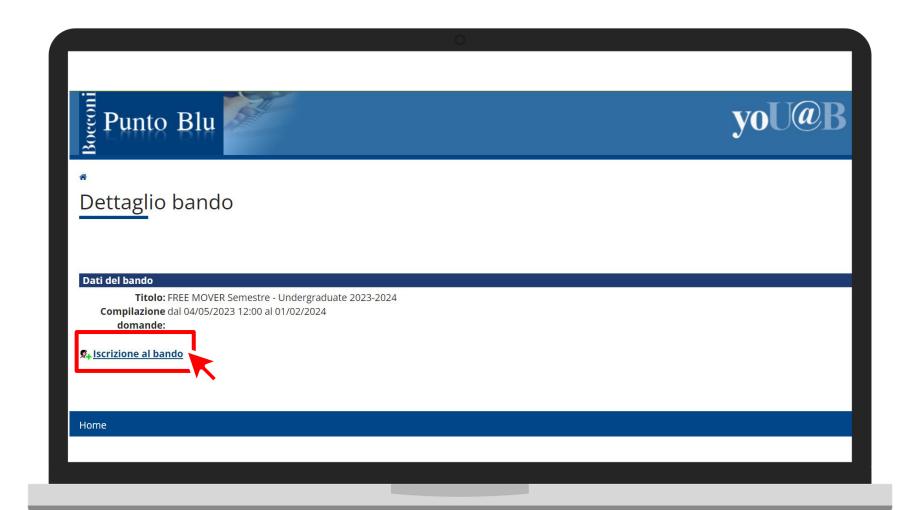




HOW TO APPLY?

STEP #5

Select "Iscrizione al bando" (ENG: Click here to apply) in the lower part of the page.

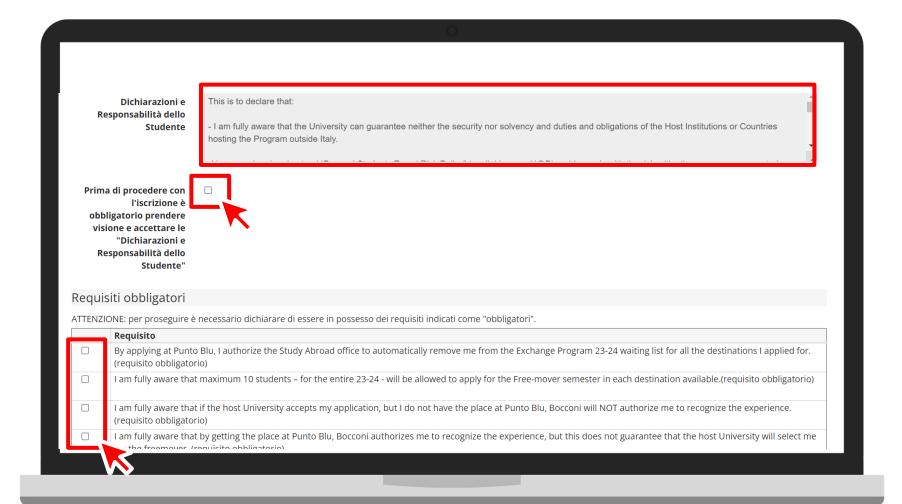




HOW TO APPLY?

STEP #6

Read carefully the text of the "declaration of responsibility of the student" and then accept the conditions by ticking the following square and the all the mandatory requirements.





HOW TO APPLY?

STEP #7

Scrolling down the page, you will view the destinations listed in the pdf document.

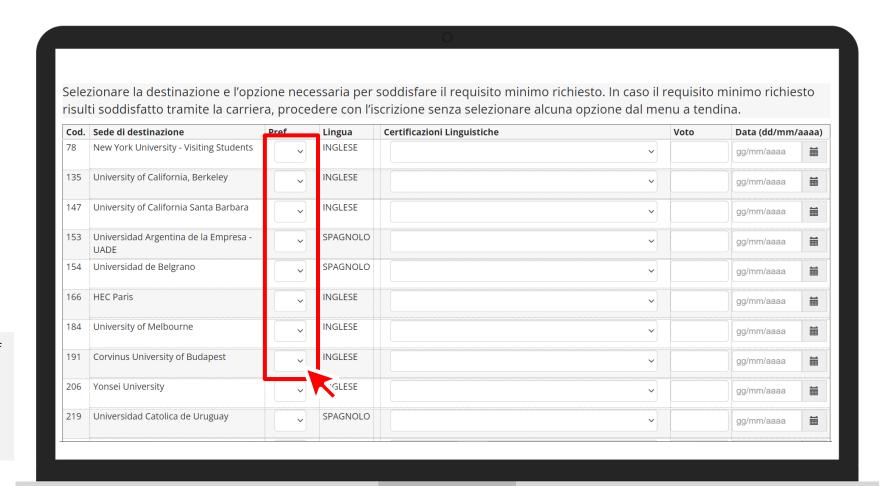
Remember that you can **apply for one single host school** among the available ones listed.

NB: it is not necessary to specify the desired semester in this phase of the application.

If a destination – among the ones listed in the pdf - is no more displayed, it means that **the**10 students cap has already been reached.

If a student cancels the application for that destination, his/her place will become available again.



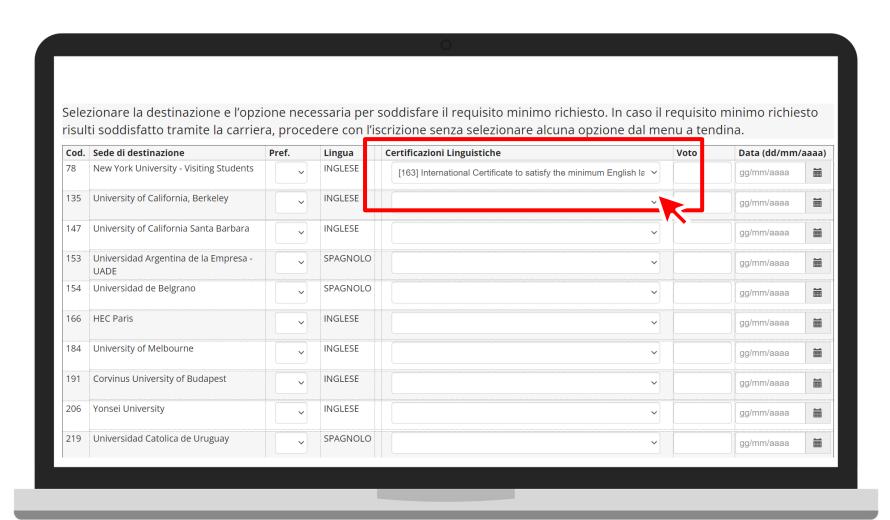


HOW TO APPLY?

STEP #8

Leave blank the box
"Certificazioni linguistiche" (ENG:
Language Certificates) if you
already meet the minimum
language requirement by having
the English/second language exam
registered in career or you are
enrolled in a Bachelor taught in
English.

Select the general certification (163/166/169/172) for each choice if you do NOT have the English/other second language exam registered in career and you are not enrolled in a Bachelor taught in English in order to declare that you have an alternative supporting document to apply for Free-Mover Semester. It is not necessary to upload the document in this phase of the application.



HOW TO APPLY?

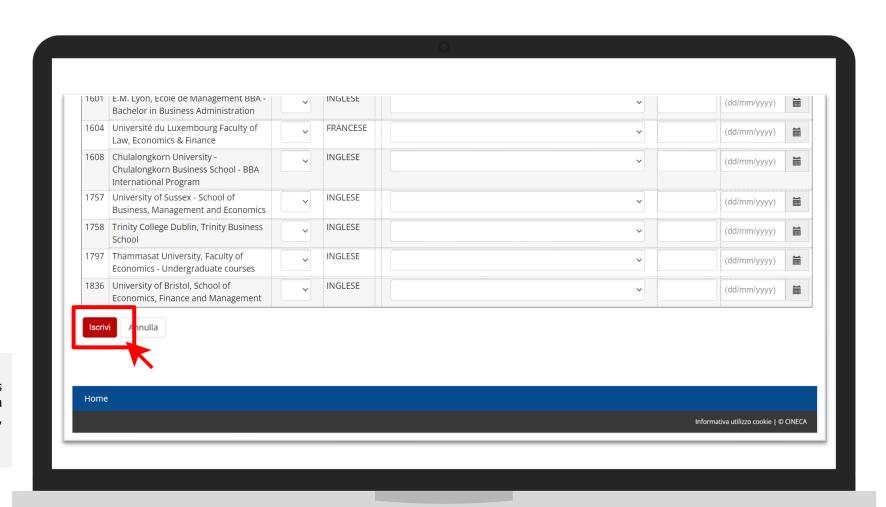
STEP #9

Once you select the desired destination, in order to submit your application, you have to click on "Iscrivi" (ENG: Apply)



NB: In case you do not meet the requirements and you do not declare that you have a supporting document when you click on "Iscrivi", the system reports an error → see the next slide

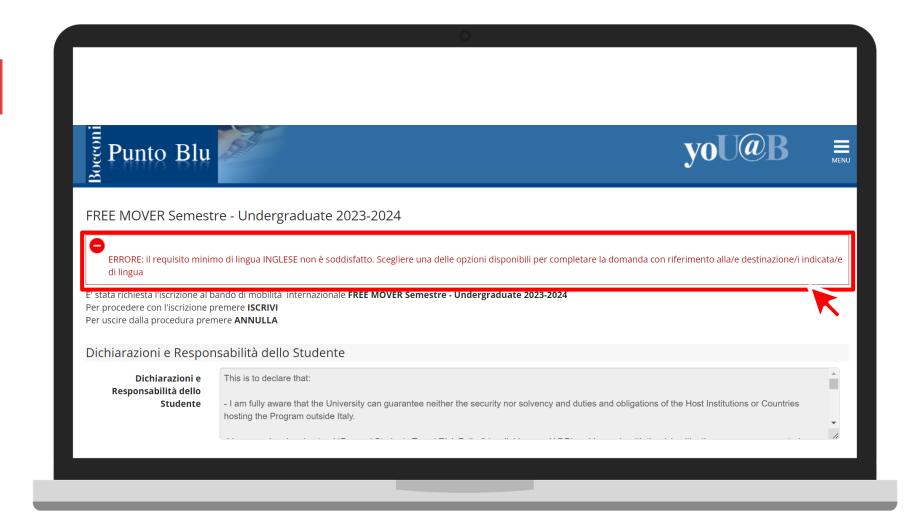




HOW TO APPLY?

WARNING

If you do not meet the requirements and you do not declare that you have a supporting document, the system gives an **error** as displayed in the **following screen**.





HOW TO APPLY?

STEP #10

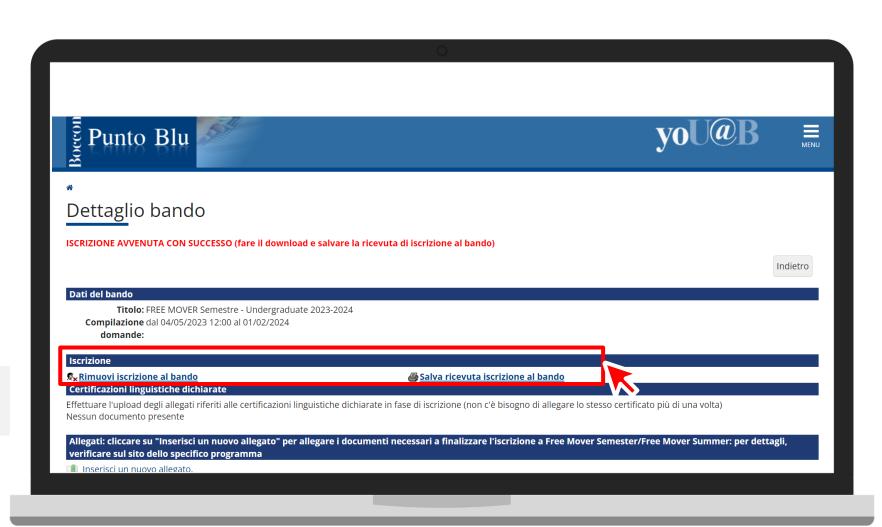
The following screenshot gives the **confirmation** of your **reservation** for the slot.

Here you can **save** the **receipt** of registration (it is important that all students do so) or **cancel** your reservation.



NB: If not successful, the system will notify in real time if the destination has just reached the 10 students cap.



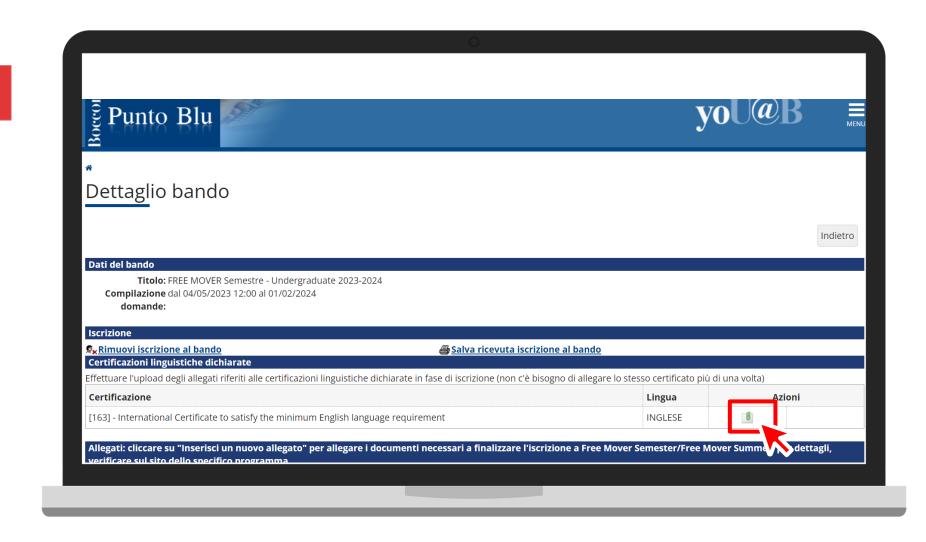


WHAT'S NEXT?

BEFORE DEPARTURE

For those who declared that they need a supporting document in order to meet the minimum language requirements, it is mandatory to upload the PDF with the scanned document (international certificate/secondary school diploma/passport) by clicking on the appropriate icon.

IMPORTANT: If you forget to upload your supporting document at least one working week before departure and do not meet the minimum language requirements, your application will be considered invalid.

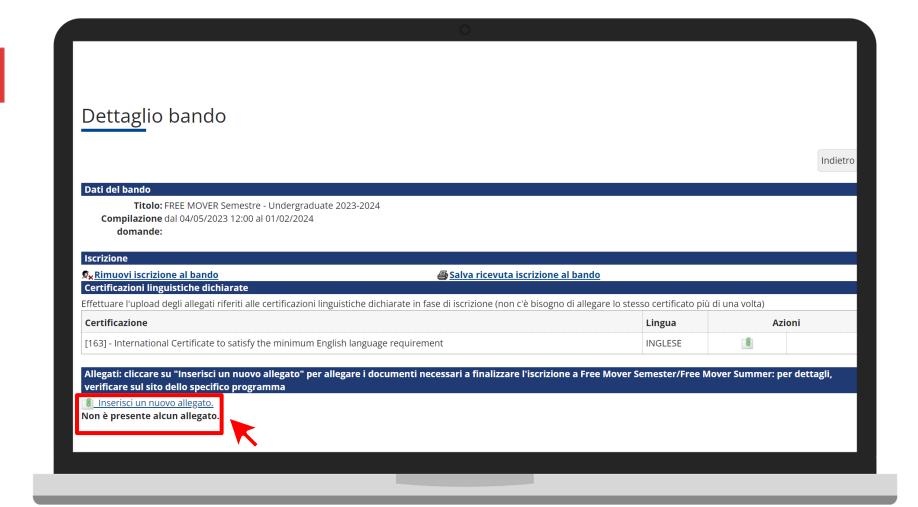


WHAT'S NEXT?

BEFORE DEPARTURE

After receiving the official admission letter from the host university, it is mandatory to upload the PDF with the scanned document by clicking on the appropriate icon.

IMPORTANT: If you forget to upload your supporting document and to notify the Study Abroad Office at least one working week before departure, your application will be considered invalid.







CONTACTS

- <u>B in Touch > Free Mover</u>
- *Appointments* available on the yoU@B Diary

