

GRADUATE SCHOOL

MASTER OF SCIENCE PROGRAMS

RULES AND REGULATIONS

AY 2014 - 2015

RD (Rectoral Decree) no. 172, 11 November 2014

**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. 163, 29 May 2009**

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 Master of Science Programs of “Università Commerciale Luigi Bocconi” (hereafter “University”).

MSc Programs referring to fields of study LM-77 and LM-56 (Ministerial Decree 16 March 2007) are offered by the “Bocconi Graduate School “and have been accredited in compliance with MD no. 47, 30th January 2013.

Art. 2 Field of study: definition

Second cycle (graduate) university programs sharing common qualifying goals and common fundamentals in study plans belong to the same field of study (16 March 2007 MD).

Degrees included in the same field of study are officially and legally equivalent.

Art. 3 Field of study and Bocconi Master of Science Programs

The MSc programs currently offered by the University, with indication of their respective fields of study and of the main teaching language used, are as follows:

LM-56-Economics studies

Discipline Economiche e Sociali - Economic and Social Sciences (Italian-English)

Economics and Management of Innovation and Technology (English)

LM-77-Management studies

Amministrazione, finanza aziendale e controllo – Accounting, Financial Management and Control (Italian-English)

Economia e legislazione per l'impresa (Italian)

Economia e management delle amministrazioni pubbliche e delle istituzioni internazionali (Italian)

Economia e management delle istituzioni e dei mercati finanziari – Finance (Italian-English)

Economics and Management in Arts, Culture, Media and Entertainment (English)

International Management (English)

Management (Italian-English)

Marketing Management (Italian-English)

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;
- expected learning outcomes based on the “Dublin Descriptors” (knowledge, skills and competences)
- career opportunities;
- program requirements;
- final work;
- admission requirements.

Art. 4 Program requirements: Definition

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

Academic activities include: courses (face-to-face and online lectures, self-study activities, tutorials), seminars, study of foreign languages , internships, thesis

Academic activities are awarded credit point units (CPUs); a MSc study plan totals 120 CPUs. Academic activities have been specifically designed to meet the specific qualifying goals of the field of study, in compliance with art. 12, par. 2 of MD no. 270, 22 October 2004.

Art. 5 Academic activities of Master of Science programs

MSc study plans include the following academic activities:

- compulsory courses (set or to be chosen among a limited number of courses listed in the “Academic Planning”),
- compulsory seminars (set or to be chosen among a limited number of seminars listed in the “Academic Planning”);
- elective activities, such as elective courses or in-depth analysis of specific topics;
- two EU foreign languages (“first” and “second” language);
- internships and similar professional training activities.
- thesis.

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

The rule does not apply to students whose study period abroad (Exchange, AEEP, Double Degree, CEMS, free mover semester) was recognised in foreign Universities where English language competence is not required for application / admission.

Recognition applies to:

- Exchange and Free mover semester programs: at least one recognised exam passed abroad
- AEEP, CEMS, DD: fulfilment of all requirements of the program.

Also, this rule does not apply to (1) incoming double degree students enrolled in a program taught in Italian and (2) students whose second year electives are all in Italian, as required by the Program Director.

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

- typology (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 values;
- scheduling (1° or 2° year of the program).

For each academic activity, specific goals and learning outcomes are set in the “Annual Academic Planning”.

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).

Art. 6 Selection for specific academic opportunities

The University may offer **specific academic opportunities** related to the study plan (e.g. spending a period of study abroad). Applying students are selected according to the procedures set in the “Annual Academic Planning”.

Art. 7 Online learning activities

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

Art. 8 Selection procedure

A standard or specific procedure can be adopted every year for selecting MSc program applicants, according to their fields of study and their academic background (students from Bocconi University, from other Italian universities or foreign universities).

1. Admission is subject to the fulfilment of specific requirements regarding:
 - academic background and language (prerequisites)
 - adequate personal preparation for graduate studies, which results in a ranking position within the target number of places made available for each program

2. Pre-requisites – academic background:
undergraduate degree (Italian degree or non-Italian degree recognised by the Admission Committee).

Applicants coming from undergraduate fields of study L -18 and L-33 as per MD 270/04 (or from previous equivalent fields of study) and from the other fields selected by the Master of Science Programs' Directors - and listed in the annual Academic Planning - can be admitted to Master of Science programs.

Under special circumstances, CPUs officially gained in second cycle university studies programs may be recognised to fulfil admission requirements.

CPU gained in programs belonging to first cycle university programs cannot be considered as a part of the 120 CPU required to obtain a graduate degree (Master of Science degree).

The undergraduate degree must be awarded by the deadlines stated in the Annual Academic Planning.

3. Pre-requisites – language
 - Master of science programs taught in English: at least B2 level (CEFR) in English
 - Master of science programs taught in Italian: at least B2 level (CEFR) in Italian and B1 level (CEFR) in English

Language can be certified by:

- Undergraduate degree or high school diploma referring to programs taught in English /Italian
- International certifications listed in the Annual Academic Planning
- English / Italian as a foreign language exam passed in a university program
- Other documentary evidence listed in the Annual academic Planning (if any)

4. Adequate personal preparation

The phrase “adequate personal preparation” includes knowledge , skills and potential for succesful graduate studies

Applicants coming from undergraduate Bocconi programs can be selected on the basis of their previous academic performance while all other applicants (from other Italian or foreign universities) are selected on the basis of their previous academic performance and the outcome of tests (GMAT, GRE, Bocconi test).

For all applicants (from Bocconi and other Universities) selection can also be based on further elements such as motivation letters and Cvs.

Admission depends on the applicants' knowledge, skills, and potential for success which results in a ranking position within the target number of places made available for each program .

Attendance of preparatory courses may be recommended to admitted students on the basis of their previous academic background.

The University's Graduate School offers pre-experience MSc programs for applicants with little or no work experience.

Bocconi MSc programs require active participation: as the learning model aims to be interactive, academic activities (lectures, tutorials, team works, etc.) involve constant student - instructor and student – students mutual exchange of ideas, thus adding value to education and training.

This clarifies why applicants who are about to regularly complete their undergraduate studies and students who graduated not more than two years before are preferred over other applicants that obtained their degree in previous years.

Art. 9 Agreements with partner Universities or other qualified Institutions

In case of agreements with partner Universities or other qualified institutions, different pre-requisites and methods for evaluating knowledge /skills /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 the approval of all the partners involved in the agreement and on the basis of a common selection procedure

Art. 10 Admission of students enrolled on other Universities' Master of Science programs

Students applying for a place in a Bocconi Master of Science program who enrolled on a Master of Science program in other Italian or foreign Universities and did not graduate can be admitted to the first year of the two-year Master of Science programs provided that they pass the selection procedure as per art. 8.

Admitted students can ask for the recognition of the corresponding exams sat in the other University. A maximum of 30 CPUs (out of 120) gained in the other Master of Science program can be recognised.

Ad hoc rules can apply in case of agreement with partner Universities or other Institutions.

Art. 11 Admission of graduates from Bocconi Master of Science programs

Bocconi MSc graduates are admitted irrespective of the number of places available for a program. The year of admission, the exams and credits which can be recognised are decided by the Program Director.

Art. 12 Admission of graduates from Other Universities' MSc programs

MSc graduates from other universities are selected as per art. 8 and are admitted to the first year of a Master of Science program. A maximum of 30 CPUs (out of 120) gained in the other Master of Science program can be recognised.

Ad hoc rules can apply in case of agreement with partner Universities or other institutions.

Art. 13 Admission of Specialized Master (1-year program) graduates

Specialized Master graduates from other Universities are selected as per art 8 and are admitted to the first year of a Master of Science program; the credits gained in the previous program cannot be recognised.

Bocconi Specialized Master graduates are selected as per art 8 and are admitted to the first year of a Master of Science program. A maximum of two courses (no more than 16 CPU) gained in the previous program can be recognised.

Art. 14 Competence

Decisions about applications are made by the MSc Program Director, on behalf of the Study Program Committee, in compliance with the present Rules and Regulations.

The MSc Program Director, in cooperation with the specially appointed Admission Committee, ascertains whether the applicant's degree fulfils the pre-requisites for admission to a MSc program (as per art. 8).

Ad hoc rules can apply in case of agreement with partner Universities or other institutions.

Art. 15 Enrolment on the second Year

Students can enrol on the second year of a Master of Science program irrespective of the number of credits gained in the first year.

Art. 16 Changing MSc program and changing of language (English to Italian or vice versa)

Changing MSc Program and changing language (from English to Italian or vice versa within the same MSc program) are not allowed during the first year.

Students can apply for a change when enrolling on the second year.

A change of program implies enrolment in the first year of the new MSc program.

Changing the language within the same program is only allowed under special circumstances. Students are required to produce a written statement, and admission depends on the students' motivation, the fulfilment of language requirements (as specified below), the students' academic curriculum and the forecast about the number of new first year students. The MSc Program Director (upon approval of the Dean of the Graduate School) decides admissions and the year of admission.

In case of change from a program in Italian to a different program in English, one of the language pre-requisites recognized for enrolling on a Master of Science in English must be met.

In case of change from a program in English to a program in Italian, one of the language pre-requisites recognized for enrolling on a Master of Science in Italian must be met.

For the 2014-2015 academic year the following ceilings have been set: 3 students for each class group of each MSc program.

Applications are evaluated by the MSc Program Director, who carries out a global assessment of the student's curriculum. When applications exceed the ceilings, students are ranked (one ranking list for each program) on the basis of their GPA and the credit point units (CPUs) earned.

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 MSc program (two 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” academic activities identify each MSc program. These activities include courses and seminars set or to be chosen among a selection offered by the University. The same “characterizing and integrative” are included in the study plans of all the students enrolled on the same MSc

Art. 19 Academic activities customizing the study plan

A part of the the study plan CPUs refers to elective activities (typically, courses or tutored in-depth activities focused on specific topics).

Students customize their own study plan by choosing elective courses among courses offered by Bocconi and by other Universities, in compliance with the procedures set in the Annual Academic Planning.

Under special circumstances, the study plan may also include courses offered in PhD programs, in compliance with what stated in the Annual Academic Planning.

Elective courses may be organized in “tracks”, so that students can choose a specific track to focus on a particular topic. Tracks and their respective elective courses are specified in the Annual Academic Planning.

Art. 20 Foreign languages

In order to obtain a Master of Science degree, students must be able to effectively communicate verbally and in writing in two EU languages (business language).

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.

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

Students will be awarded the credits related to foreign languages after passing the international examinations / tests recognised by the University or after passing Bocconi exams, as stated in the Annual Academic Planning.

Credits can be gained by producing an international certificate awarded before enrolling, provided that the certificate is still valid.

The grade obtained in an international exam or test is converted into a mark out of 30 and recorded in the students’ academic transcripts.

The list of valid certificates , the conversion criteria of grades not expressed out of 30 and obsolescence rules are stated in the Annual Academic Planning.

Ad hoc rules can apply in case of agreement with partner Universities or other institutions.

Art. 21 Internships and similar professional training activities

Part of the CPUs of the study plan are related to professional training activities, such as internships or similar training activities (qualified working experiences and in-the-field projects), aimed to introduce students to the business world.

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 agreed upon by the trainee, the hosting structure and the program Director.

The following elements are required in order to evaluate a student's performance in an internship and award credits:

- authorization/ of the internship by the Program Director or his/her delegate;
- "workplace tutor" evaluation;
- student's final report;
- recognition given by the Program Director or his/her delegate.

The in-the-field project can be:

- a field project, arranged by the MSc Program Director with a company, an institution or professional office.
- a field research project supported by a teacher in which the student will exclusively conduct research at a Research Center or in a Department of the University.

Art. 22 Thesis

In order to obtain a Master of Science degree students are required to write a thesis and defend it before a specially appointed Board.

Theses significantly qualify a student's academic curriculum and are written under the supervision of a primary advisor on a topic related to the student's field of study.

Theses are written in Italian or in English. Students attending a Master of Science program taught in English must write and defend their thesis in English.

Theses can show how a student masters the basic methods of research, focusing on a topic and carrying out in-depth analyses addressing theoretical and /or practical and empirical aspects using an original and critical approach.

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

Art. 23 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.

Course Directors will highlight and describe the different assessment methods (if any) in the course profile and course syllabus and are responsible for checking attendance.

Art. 24 Testing: Definition, Procedures, Assessment

Definition

Examinations and other methods of testing assess students' preparation and allow the award of CPUs. Courses can be divided in modules, in which case CPUs are recorded in the academic curriculum after all the modules have been successfully completed.

Procedures

Procedures for examinations and other methods of testing are in compliance with the "University Academic Regulations".

Procedures are briefly described in the course profile and described in detail in the course syllabus and in the notices released by the Departments' Administrative Offices.

In-progress testing can also be implemented.

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

Testing takes place during the exams period as stated in the Annual Academic Planning.

At least one exam round is planned at the end of each semester.

Exams and other methods of testing are held publicly, and the results can be made public.

While doing a written exam, a student can decide to leave the room (“withdraw”), in which case the exam is not valid and the student is considered absent. The student will hand in the exam paper and write “withdrawn” on it. A student who has handed in his or her exam paper without writing “withdraw” 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.

Assessment

Courses are given marks. Marks are expressed out of 30 and are recorded in a student’s academic curriculum.

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, thus allowing to get CPUs. A Board of Examiners can decide to assign a 30 “cum laude” mark.

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

Seminars are given a pass or fail; passes are recorded in the students' academic curricula.

Final assessments and in-progress assessments can be arranged.

Progress assessment is only offered to attending students.

Art. 25 Other details about testing: Chronological order of exams, Extra academic activities, GPA, Disclosure of Exam Content, Code of Conduct

Chronological order of exams

A chronological order of exams may be set (and enforced) in the annual Academic Planning. If no chronological order is set, it is advisable to observe the order (year, semester) stated in the program requirements.

Extra academic activities

Extra academic activities can be included in the personal study plan. CPUs are assigned on top of 120 standard CPUs. A maximum of 3 extra activities can be included in the study plan.

Academic activities can be chosen among elective courses, foreign languages, tutored in-depth activities on specific topics (two in-depths activities correspond to one elective course) and Higher Level Courses (PhD courses offered to Master of Science program students).

Extra academic activities can only be added to the study plan after first-year CPUs have all been gained.

The marks of extra activities, if any, will be used to calculate a student’s GPA. If extra activities are more than two, the two best marks will be used and, if the marks are the same, the activity giving the most credits will be used.

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’ CPUs.

The mark 30 “cum laude” counts as 31/30.

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 fulfil legal obligations. Data can be processed for research and statistical purposes, in order to give scholarships and other financial aid, issue students' ID cards, send Bocconi newsletters and journals, send information and promote Bocconi fundraising campaigns.

Disclosure of exam content

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

Art. 26 Thesis: Defence

In order to submit the thesis to the Graduation Board, a student must have earned all the credits required in the program, excluding the credits assigned to the thesis.

Students can defend their theses in Italian or English; students who attended a Master of Science program taught in English must write and defend their theses in English.

Art. 27 Thesis: Assessment

The final grade is expressed out of 110.

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

The final grade is the GPA (converted into a mark expressed out of 110) plus a maximum of 8 further points (1 point for excellent curriculum and up to 8 points for quality of the thesis and defence).

The Graduation Board can unanimously assign a mark of 110 *cum laude*, on the basis of criteria defined during the Annual Academic Planning.

Art. 28 Recognition of exams and other academic activities abroad

The Program Director or the Course Director, authorized by the Study Program Committee, can "recognize" exams passed 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 recognised by the Course Director (not all exams are eligible for recognition; the list of exams that must be passed at Bocconi University is included in the Annual Academic Planning);
- the exams cannot involve the awarding of more than 30 credits

Electives which are not taught at Bocconi University can be recognised under special circumstances; however, they must be previously authorized by the Program Director or his/her delegate.

Curricular foreign languages exams and tests sat in a foreign University cannot be recognised, and international certifications can be recognised as per art. 20.

CPUs referring to foreign languages are not included in the maximum number of CPUs allowed for exchange programs.

Ad hoc rules can apply in case of agreements with partner Universities or other Institutions.

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 educational activities is permitted. Video recording is only allowed for specific educational 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 must 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 only keep with them what is strictly necessary to do the exam or test. 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 contents 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 other students or 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 specified 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) keep to set time limits and follow 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, answer sheets, rough drafts to the invigilator and leave the room.

- 2) If a student violates the above 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 - 34 cover national and international cooperation agreements between Bocconi University and Universities or other 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 deadlines which allow the agreement to have legal effect starting from the academic year agreed upon.

Art. 32 MoU specifics

A MoU shall 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, the MoU shall 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 and partner university's study plan), the academic activities that overlap must be specified;
- graduation rules;
- admission criteria;
- administrative aspects, such as payment of tuition fees and other local tax, if any, and elements related to the award of the degree.

Cooperation agreements, names of partner Institutions and resulting degrees for Master of Science Programs can be found in Attachment A.

Art. 33 Further MoU specifics

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

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 (target number);
- programs to be offered;
- academic calendars;
- structure and organization of educational activities;

- assessment of educational 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 Graduate School Council in compliance with the procedures established in the Statute, are issued by Rectoral Decree and come into force on the date stated in the Rectoral Decree itself.