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ASTRA

EXCHANGE 101

EVERYTHING YOU NEED TO KNOW
ABOUT UNDERGRADUATE EXCHANGE

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2024-2025 Edition



Find out more at:
astrabocconi.it

This guide has no intention of substituting the material published by the University,
that has to be considered the only official source of news on this topic.

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WHAT IS EXCHANGE 101

This guide aims at simplifying the understanding of the whole selection process for the Exchange Program, allowing students to spend a semester abroad studying at one of the more than 260 Bocconi partner universities, spread in over 55 countries and 5 continents. Students taking part in this program will be exempted from paying the tuition of the partner university, but will have to pay for the trip, for the accommodation, and for all the daily expenses that will be incurred while abroad.

Bocconi University has organized, between February 19th and March 5th (weekend excluded) informative sessions with advisors that will provide more information on the 2024/2025 Exchange Program, in 10 minute slots per student. To book your session, you must do so through You@B, selecting from the side menu the section "International Programs" > "Individual meetings".

REQUIREMENTS

Each destination has some **minimum requirements**, and some universities also have **additional** ones (e.g., Minimum GPA, additional language requirements), destination-specific and different between the different universities.

ACADEMIC REQUIREMENTS

MINIMUM REQUIREMENTS

All students can apply for the Exchange Program, as long as they are regularly enrolled in their 2nd year of an undergraduate degree, they have achieved at least 60% of their first year CFU and have a weighted GPA of at least 22/30. The computation of the minimum GPA and of the CFU includes all the exams officially registered before February 3rd, 2024, date in which the ordinary exam session ends.

Note: only the exams sat during the ordinary session will be considered; the courses divided in modules are not going to be considered together when computing the exchange score (you have to look at the "GPA with modules" section on the You@B pro app, on Punto Blu the GPA to take into consideration is not displayed!); exams that do not belong to the 1st year Study Plan nor to the 1st semester of the 2nd year Study Plan won't be considered when computing the exchange score (e.g., 2nd language).

ADDITIONAL REQUIREMENTS

In addition to the minimum requirements, some universities require additional academic ones to be satisfied in order to be able to apply (e.g., Minimum GPA). These details are accurately provided both in the online section dedicated to the partner university and in the official Brochure published by Bocconi University.

If a student can't satisfy the additional requirements asked by a partner university inserted in the ranking, this destination will be removed from the application, and it won't be possible to substitute it.

LANGUAGE REQUIREMENTS

For the official requirements follow this [link](#).

MINIMUM REQUIREMENTS

It's mandatory, in order to be assigned to one of the chosen destinations, or to be put in the waiting list, to satisfy a minimum language requirement.

The minimum level required is, for English, a B2 level. For all the other languages (Spanish, French, German or Portuguese), the minimum level required is B1.

Please note: not taking the English exam at Bocconi does not preclude you from applying to the exchange program.

How to satisfy the minimum English requirement:

- Having passed the Bocconi English exam with a grade equal or greater than 18 before February 3rd, 2024.

or:

- Being enrolled in a bachelor's degree entirely taught in English;

or:

- Having a high school diploma awarded in English;

or:

- Being a citizen of a country where English is the first language, in which case it will be possible to upload your passport as minimum requirement proof;

or:

- **Upload an English certificate** valid at the time of application, and recognized by the Bocconi Language center



NOTE: TOEFL and IELTS must have been taken at most 2 years before the deadline for the application, while the other certifications no more than 3 years prior. All these documents must certify at least a B2 level.

When applying it will be sufficient to upload a screenshot of the score and it won't be yet necessary to have the physical copy of the certificate. You will therefore be able to upload, for instance, the online results of the IELTS certificate, as long as the screenshot clearly shows all the scores, the overall result, the certificate reference number, the date on which the exam was taken and your name and surname. However, the partner university, after the acceptance that takes place at the beginning of April 2024, might require you to send an official copy of the IELTS certificate; it is therefore fundamental to have the physical copy with you as soon as possible.

English Language Certification	Minimum Score accepted
CPE (Certificate Proficiency English)	C1 Pass
CAE (Certificate Advanced English)	B2 Pass (160)
BEC VANTAGE (Business English Certificate Vantage)	B2 bus - C (160)
BEC HIGHER (Business English Certificate Higher)	B2 bus Pass (160)
BEC PRELIMINARY (Business English Certificate Preliminary)	B1 bus - A (160)
IELTS ACADEMIC/Online	overall \geq 6.0 no part lower than 5.0
TOEFL IBT / Home Edition	80-81

How to satisfy the minimum requirement for the other languages:

The minimum requirement is considered to be satisfied if, during the application process, the student is regularly enrolled (e.g., the course is present in the Study Plan) in the language class that is required for the chosen destinations (Spanish, French, German). However, it is necessary that the language exam is sat before **July 2024** and if this condition was not to be met the student will be excluded from it (some exceptional cases may be evaluated by the Study Abroad office). In substitution of the internal exam, students can convert a valid certification recognized by the Language Center.

The minimum requirement can also be satisfied:

- Uploading, during the application process, the aforementioned certification recognized by the Language Center. The certification must be valid when applying and must have been obtained no more than 3 years prior. The level certified must be at least a B1;

or:

- By having a high school diploma awarded in the foreign language required;

or:

- By having the citizenship of a country where the required language is the official one, you are able to upload your passport as a minimum requirement;

NOTE: Having to upload a minimum language requirement for a destination doesn't always imply that the courses will be taught in that language (e.g., French University that has English courses).



Portuguese language only: in order to confirm the place, students who cannot meet the minimum Portuguese language requirement according to one of the options listed above will have to compulsorily attend and complete the "Portuguese Language" course provided by Bocconi Language Center, with compulsory attendance. What is reported is valid both for being confirmed at the destination and for possibly being reselected from the waiting list

For the **Spanish language**: Starting this year, all students who have French in their curriculum will be able to submit SIELE GLOBAL at the application stage, thus unlocking Spanish-language destinations as well.

ADDITIONAL LINGUISTIC REQUIREMENTS

Some partner universities require applying students to satisfy additional language requirements (e.g., Minimum scores for IELTS/TOEFL certifications). These additional requirements are clearly listed in the 2024/2025 destinations Brochure published by Bocconi University.

EXCHANGE: WHERE DO I GO? HOW DO I CHOOSE? HOW WILL I BE SELECTED?

SCORE

The Exchange Program ranking is entirely based on merit, and the score is computed as the weighted average of the exams passed before the deadline for the ordinary session (February 3th, 2024) + 0.1 for each CFU above the minimum requirement (60% of the first year CFUs).

$$\text{MP studente} + [0.1 \times (\text{NC studente} - \text{MIN NC richiesto})]$$



DESTINATIONS

Destinations for the 2024/2025 program, the number of spots available, and eventual additional requirements are available at the following [link](#).

The brochure contains information for each destination:

Number of places available
N.B for some destinations there are places reserved for some degree courses, it is specified below the slot number

Bocconi minimum language requirement

University ID code

Indicates the periods available and their duration to make the Exchange

Non-binding indication that does not prevent students from other courses from applying

Additional language requirement Host university

Additional academic requirement

Students on these courses cannot apply

For some universities, it is possible to view a preliminary list of courses offered

United Kingdom - London		London School of Economics and Political Science Department of Management	
CODE	SLOTS	LANGUAGE	
1754	6	English	
N.B *			
TERM/S	SLOTS FOR EACH TERM	ADDITIONAL LANGUAGE REQUIREMENTS	
Sep 2023 - Dec 2023	3	TOEFL 100 (listening 24, reading 25, writing 27, speaking 24); IELTS 7.0 (listening 7.0, reading 7.0, writing 7.0, speaking 7.0); CPE 185 (listening 185, reading 185, writing 185, speaking 185); CAE 185 (listening 185, reading 185, writing 185, speaking 185); TOEFL Home Edition 100 (listening 24, reading 25, writing 27, speaking 24); IELTS Online 7.0 (listening 7.0, reading 7.0, writing 7.0, speaking 7.0)	
Jan 2024 - Mar 2024	3		
RECOMMENDED FOR CLEAM, BIEM		ADDITIONAL ACADEMIC REQUIREMENTS Min. GPA required: 27/30	
NOT AVAILABLE FOR BESS, BIEF-Econ			
NOTES Erasmus scholarship not available for this school. This school does not accept applications from students who hold UK citizenship or with a partial Education background in UK (see the note available in the frontpage of this brochure)			
WEBSITE		COURSE CATALOGUE	

***N.B.:** For some universities the slots are already divided between the available terms. In our example, the 6 slots available are divided in 3 per semester. Logically, it won't be possible to have 4 students leaving in the 1st semester and 2 in the 2nd one, situation that is instead allowed in universities without slots-constraints. In decreasing order of exchange scores, students selected by partner universities will have the possibility of choosing when to leave (e.g., at a given university, the selected student with the highest score will choose first when to leave). In exceptional cases, if students were to show a preference towards the 2nd term, the partner university might give more flexibility to selected students.

France - Paris

Université Paris 1 Panthéon-Sorbonne
École de Management

CODE	SLOTS	LANGUAGE
F PARIS001 (ATS-1828)	3	French
TERM/S		
Sep 2023 - Jan 2024 Jan 2024 - May 2024		
RECOMMENDED FOR CLEAM, BIEM	NOT AVAILABLE FOR BESS, BIEF-Econ	
WEBSITE		

N.B this is the case of a destination with a minimum language requirement other than English, such destinations do not appear to students who do not have French in their curriculum

For some destinations, due to reasons concerning student visas, it can be required to obtain a minimum number of CFU during the exchange program.



APPLICATION

The exchange application must be presented between February 28th, 2024 and March 5th, 2024 at 3PM. The application can be modified or canceled freely during the application period (respecting the deadline!). For the final ranking, what will be considered is the final application saved by the system according to the deadline.

Prior to the opening of the applications, students will be able to find video tutorials on how to apply on BlackBoard.

The application procedure involves several steps:

1. **Opening of the application on You@B:** to apply you must sign in on the platform, selecting “Punto Blu” and “International mobilization”.
2. **Apply to the right program:** you will find several programs to which you can apply. To apply to the correct one, you must select “EXCHANGE PROGRAM”. You then must click on the magnifying glass under the voice “Apply” of the section “AY 2024/2025 – EXCHANGE PROGRAM UNDERGRADUATE”. In the following page you will have to select the voice “Apply for the program”.
3. **Satisfy the language requirements:** if the student has not passed the language exam before the deadline and is not able to upload a certificate to satisfy the requirement, he will not be able to access the destinations in the respective language. To satisfy the minimum or additional requirement you must upload the certificate in the specific section of the Application. After having inserted the data, it will be necessary to confirm them before moving to the next step.
4. **Selection of the destinations:** according to the minimum language requirements uploaded, it will be possible to select at most 10 destinations, in order of preference (destination number 1 is the favorite one).
5. **Confirmation:** to conclude the application it will be necessary to confirm the choices through the red button that can be found at the bottom left of the page. Afterwards, the student will be shown a confirmation page that will state the correctness of the application. The student will have to print this as proof of completion.

During the application procedure, the student will not be able to choose universities reserved for bachelor’s degrees different than their own and will not be able to choose universities in countries for which he/she is a citizen.

RANKINGS

The ranking is valid for the academic year to which it refers to. Students are assigned to universities according to the order of preference expressed in the application and in compliance with the number of slots available per university.

In case a partner university has slots reserved for specific degrees, students pursuing these will have a higher priority in the assignment process. In the absence of students from these reserved courses the ranking will follow the ordinary procedure.

If two students have the same exchange score and they are competing for the last spot available at a partner university, the criterion to follow is the order of preference (e.g., if they both have 32,000 as score but Student A has the university in the 1st place and Student B in



the 3rd, Student A will get the spot). In case the order of preferences was to be the same, priority will be given to the student who completed the application procedure first.

RESULTS AND ACCEPTANCE

During April 2024, when rankings are published, students will receive a confirmation email and will be able to look at the results on Punto Blu. Within three/five days of the publication, students will have to confirm via Punto Blu the acceptance of the program.

After the acceptance it is the students' duty to follow all the bureaucratic procedures necessary to obtain visas, to collect all the necessary documents to study abroad, and to complete the application on the partner university's website.

WITHDRAWAL

If a student decides not to accept the assigned destination, they have to formally state so by following the information specified on the website or in the selection email received.

If a student decides to withdraw at a subsequent moment, they will have to communicate this by answering to the selection email received, indicating the reason of the withdrawal for statistical purposes.

If a student renounces to his/her spot, it will not be possible for them to be assigned in any other destination nor to take part in the Free Mover program. The student will be automatically excluded from any other mobility program during the course of his/her undergraduate studies.

EXCLUSION

A student can be excluded from the Exchange Program, if selected for a destination with a language requirement different than English and the language exam hasn't been passed (and in case of failure of the Bocconi Language Center Portuguese test). Students can also be excluded if they are sanctioned with certain disciplinary measures or if they fail to accept their spot by the deadline. The consequences are the ones mentioned in case of withdrawal.

WAITING LIST

Students not selected will be put in waiting lists for the destinations chosen, as long as they possess all the necessary requirements. In case of withdrawals, they will be contacted by the Study Abroad office in decreasing order of exchange score. If students in waiting list were to reject the offer, they will be excluded from the program and removed from the other waiting lists.



SCHOLARSHIPS

(The following was introduced for the 2023-24 international mobility programs, and is to be reconfirmed for the 2024-25 programs.)

All students participating in international mobility programs, particularly Exchange, CEMS-MIM, **Themis**, DD Essec, and other Joint/Double Degree programs, lasting at least 2 months and up to a maximum of 12 months, will be considered for possible award of cash grants. Below is the outline for those who took part in a program during this academic year.

The disbursement of the grant is not automatic, but is subsequent to the Office's evaluations that consider: **any conditions of economic disadvantage** verified by the University on the basis of the students' economic-patrimonial condition, **destination** and **actual duration of** the mobility experience.

Cash grants are disbursed within the limits of available resources and until the mobility funds allocated nationally and internationally are exhausted.

Among the participants to international programs a group called "**Minor Opportunities**", which includes students who were recipients of:

- ISU Scholarship
- Possible Choice
- 1st Subsidized Contribution Bracket
- "Need based" waivers from 60% to 100% on ordinary Bocconi contribution (including Donors)

All students in these categories will have a **250 euros bonus** in addition to the amounts already established per destinations

Group 1	Countries	Amount
<u>Group 1</u>	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway, Faroe Islands, United Kingdom	€ 350.00
<u>Group 2</u>	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal	€ 300.00



<u>Group 3</u>	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Republic of North Macedonia, Turkey, Serbia	€ 250.00
<u>Group 4</u>	All other destinations	€ 700.00

For the A.Y 2023-2024, students not in the category of “minor opportunities” will also be considered as described below.

By virtue of the capacity of the international funding program Erasmus+, received for the A.Y. 2023-2024, and the guidelines provided for this fund, for this year, students not belonging to the “minor opportunities” group in mobility to only destinations belonging to **groups 1, 2 and 3** will also be considered for the allocation of available funds.

With reference to students with destinations within **group 4**, it is specified that by virtue of the funds received to date, it will also be possible to support students who, although not in the “minor opportunities” group, are recipients of a need-based benefit (2nd or 3rd band of relief on ordinary contribution).

For the year 2024-25, there is still no news about whether the 700.00€/month benefit can be given to students in the 2nd or 3rd benefit bracket as well.

Switzerland

All students moving to Switzerland will receive the Swiss-European Mobility Program (SEMP) grant from the Swiss government. Therefore, only students “minor opportunities” will receive an additional grant of €600.00 per month

CONVERSION OF EXAMS TAKEN ABROAD

For the Exchange Program to be recognized and included in the Bocconi study plan, the student must convert at least 1 exam. Validation of the Exchange Program allows you to acquire an additional point to the three-year degree mark, which cannot be combined with the additional point of the internship (only for exchanges, not obtainable by participating in the Free Mover program).



CONVERTIBLE EXAMS

A student may convert a maximum of five exams, regardless of the number of Bocconi credits for bachelor's degree programs. The student may not convert, if he or she has taken them abroad, exams of disciplines already taken at Bocconi and registered in their transcript, computer science exams, forbidden subjects and compulsory teachings specific to other degree programs.

PRIOR AUTHORIZATION

The student, before choosing the courses to take at the foreign university, may request according to Bocconi timelines, prior authorization to convert the foreign course with a Bocconi course

Note: In case of optional exams, it is possible to convert exams even without Bocconi correspondence, as long as the number of Bocconi credits is met. Authorization for conversion is requested on You@B by selecting on the menu on the left "International Programs" → "Recognition of exams taken abroad" and attaching website or syllabus of the course you want to convert. If this conversion has already been done in the last two years, this procedure can be avoided.

CREDITS AND GRADES

The Bocconi credit system is based on ECTS (European Credit Transfer and Accumulation System). For courses with correspondence, the exam is entered into the career with the corresponding number of credits in Bocconi. For exams without correspondence, they are entered into the career as a substitute for optional exams with the equivalent number of credits (6 credits). The grade conversion tables provide unique correspondence between foreign grades and Bocconi grades. The selected student can view the conversion table of the destination university on Punto Blu after accepting the assigned place and by the end of the exchange semester.

UPON RETURN...

The student after receiving the official transcript of the foreign university can proceed to convert grades on You@B by indicating which courses in the transcript he/she intends to convert. NB: This procedure can be done only once; therefore, no changes can take place after registration.

For any doubt or question feel free to contact:

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