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**ASTRA**

# EXCHANGE 101

EVERYTHING YOU NEED TO KNOW  
ABOUT GRADUATE EXCHANGE

Curated by  
**Niccolò Libero Mastropietro**  
**Merrey Segizbayeva**

2024-2025 Edition



Find out more at:  
**[astrabocconi.it](https://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.

Questa guida non è concepita in sostituzione al material rilasciato dall'Università,  
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## WHAT IT IS

This guide aims to simplify the understanding of the entire selection process for an Exchange Program, which allows students to spend and study for a semester abroad at one of Bocconi's over 260 partner universities in more than 55 countries across 5 continents. Students involved in this project are exempt from paying tuition fees at the partner university, but will be responsible for their travel, board, and lodging expenses, as well as additional and living expenses during their time abroad. Please note that Bocconi University will make advisors available from Monday, February 19 to Tuesday, March 5, 2024 (excluding weekends), who will provide more information on the Exchange Program 2024/2025, in ten-minute slots per student. To book an appointment, go to You@B and select from the sidebar International Programs > Individual meetings.

## REQUIREMENTS

For each destination, there are minimum requirements, while some destinations require the fulfillment of additional requirements (e.g., minimum average grade, language requirements), which are specific for each destination and differ among the various universities (there are partners that do not require additional requirements).

### ACADEMIC REQUIREMENTS

#### MINIMUM REQUIREMENTS

All students regularly enrolled in the first year of the master's degree program, with at least 16 credits recorded in their career and a minimum weighted average of 22/30, can access the Exchange Program. The calculation of the minimum average and credits includes all exams officially recorded by February 3, 2024, the date on which the ordinary exam session ends.

Note: Only exams taken during the ordinary session will be considered; courses divided into modules will be considered as separate for the purpose of calculating the Exchange score (therefore, the "weighted average" of the You@B pro app must be taken into account); for students who have changed courses, exams from the new course that are not part of the Study Plan for the first year (first semester) will NOT be considered.



## ADDITIONAL REQUIREMENTS

In addition to the minimum requirement, some universities require that the student meets certain academic criteria to be admitted (e.g., minimum average grade). These details are clearly indicated on the specific destination page and in the official Brochure provided by Bocconi University. If a student does not meet an additional requirement required by the selected universities as a destination, these destinations will be removed from the application, and there will be no possibility of replacing them.

## REQUISITI LINGUISTICI

For official reference, follow this [link](#)

### MINIMUM

It is mandatory, in order to be assigned to one of the chosen destinations or to be placed on the waiting list, to meet a minimum language requirement. The minimum required level for English is B2 (minimum 25/30) for students of the Master's Degree courses. For other languages (Spanish, French, German, or Portuguese), the minimum required level is B1.

To meet the minimum English language requirement, one must:

- Have passed the internal English exam at Bocconi with a score equal to or higher than 25/30;
- OR:
- Be a student in an English-taught degree program;
- OR:
- Hold a high school diploma or a bachelor's degree in the required language;
- OR:
- Have citizenship in a country where English is the primary language, it is possible to present one's passport as the minimum requirement
- OR:
- Have previously completed an Exchange Program
- OR:
- **Present an English language certification**, valid at the time of application, recognized by the Bocconi Language Center and uploaded during the application phase to the Exchange Program.

English Language Certification	Minimum Score accepted
<b>CPE</b> (Certificate Proficiency English)	C1 Pass
<b>CAE</b> (Certificate Advanced English)	B2 Pass (178)
<b>BEC VANTAGE</b> (Business English Certificate Vantage)	B2 bus – B (176)
<b>BEC HIGHER</b> (Business English Certificate Higher)	B2 bus Pass (176)
<b>IELTS ACADEMIC/Online</b>	overall ≥ 7.0 no part lower than 5.0
<b>TOEFL IBT / Home Edition</b>	94-95



ATTENTION: TOEFL and IELTS certificates must have been obtained no more than 2 years before the application deadline, all others no more than 3 years before the application deadline. The certifications must be of at least B2 level.

During the application phase, it will be sufficient to upload a screenshot of the scores obtained, and the certification will not be necessarily required. It will thus be possible to also upload the provisional result of the IELTS certificate as long as the screenshot clearly shows the outcomes of each sub-band, overall result, certificate reference number, name and surname, and the date the exam was taken. It is specified that the host university, should someone be accepted, may require the sending of the official IELTS certificate immediately after the submission of applications (April 2024), therefore it is essential that the official certificate is available to you as soon as possible

#### How to meet the additional minimum requirement for other languages:

The minimum requirement is considered met if the student, at the time of the application phase, is correctly enrolled in the Study Plan in the respective language course (for German, Spanish, and French). However, it is necessary for the language exam to be taken before departure, failing which will result in exclusion from the program. If the student has not passed and recorded the exam in the record book, they will no longer be allowed to leave and will automatically be excluded from the program, except in exceptional cases to be reported to the Study Abroad Office. In place of the internal exam, a valid certification recognized by the Language Center can be converted (just as in the case of the English language).

The minimum requirement can also be satisfied by:

- Presenting a certification recognized by the Bocconi Language Center at the time of application. The certification must be valid at the time of application and obtained no more than three years before the selection phase. The certification level must be at least B1. The certificate must be uploaded to Punto Blu, even if it has already been recorded previously in the academic career;
- or:
- Through a high school diploma or a bachelor's degree in the required language;
- or:
- If you have citizenship in a country where one of the other languages is the primary language, you can present your passport as the minimum requirement;
- or:
- Having previously completed an Exchange program

For **Portuguese** only: to confirm their spot, students who cannot meet the minimum Portuguese language requirement according to one of the above options must attend and complete the "Portuguese Language" course provided by the Bocconi Language Center, with mandatory attendance. This is valid both for being confirmed for the destination and for potentially being selected from the waiting list.



**PLEASE NOTE:** The requirement to upload a minimum requirement for another language does not imply that courses are necessarily taught in the language of the host country (e.g., a French university that offers courses in English).

### ADDITIONAL INFORMATIONS

Some partner universities require the fulfillment of additional language requirements (e.g., minimum IELTS or TOEFL certification score). These additional requirements are specified in the brochure with destinations for the year 2024/2025.

## EXCHANGE: WHERE DO I GO? HOW DO I CHOOSE? HOW AM I SELECTED?

### SCORING

The ranking for the Exchange Program is based on merit, and the score is calculated considering:

- Student's Weighted average (WA): 50%
- Number of credits earned (NC) divided by the maximum number of credits that can be achieved (MAX NC): 20%
- Final degree grade for the bachelor's degree program: 30%

The formula is as follows:

$$\left[ \left( \frac{\text{Student WA} \times (\text{WA of all MSc programs} / \text{WA of student's MSc program})}{31} \right) \times 0.5 \right] + \left[ \left( \frac{\text{Student NC} \times (\text{average NC of all MSc programs} / \text{average NC of student's MSc program})}{\text{MAX NC of student's MSc program}} \right) \times 0.2 \right] + \left[ \left( \frac{\text{Final degree grade of the Bachelor program}}{111} \right) \times 0.3 \right]$$

The point is then multiplied by a thousand

### MULTIPLIERS

To equalize the different degree programs, there are respectively two multipliers to consider. These multipliers can be greater or less than 1 (thus they can lower or raise the score), based on the average of the master's degree program and on the number of credits achieved by students in



the same course, considering only first-year academic students. It is not possible to determine these multipliers with certainty as they are updated annually

## 2024/2025 DESTINATIONS

Destinations for the 2024/2025 A.Y. are available [here](#):

The brochure specifies information for each destination:

United Kingdom - London		
London School of Economics and Political Science Department of Management		
CODE	SLOTS	LANGUAGE
1754	6	English
<b>N.B *</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
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)		NOT AVAILABLE FOR BESS, BIEF-Econ
WEBSITE		COURSE CATALOGUE

Numero di posti disponibili.  
NB: per alcune mete ci sono posti riservati ad alcuni CdL, è specificato sotto al numero slot

Requisito linguistico minimo Bocconi

codice identificativo dell'Università

Indica i periodi disponibili e la loro durata per effettuare l'Exchange.

Indicazione non vincolante che non impedisce a studenti di altri corsi di fare application

Requisito linguistico aggiuntivo Università ospitante

Requisito accademico aggiuntivo

Studenti di questi corsi non possono presentare domanda

Per alcune Università è possibile visualizzare una lista preliminare dei corsi impartiti

**\*NOTE:** For some universities, the slots are mandatorily divided based on the available periods. In the example given here, the 6 slots are divided into 3 slots per semester. Logically, four people cannot leave in the first period and two in the second, as could happen in a university where there is no constraint on the division of periods. In descending order of ranking, students will be able to choose the departure period during the acceptance phase (thus, the student ranked first for a destination with a slot constraint will be the first to choose the period in which to leave). In exceptional cases, if students show a greater preference for Term 2, the partner university might manage the assignment with flexibility.

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 questo è il caso di una meta con requisito minimo di lingua diverso da inglese, tali mete non usciranno a studenti che non hanno francese nel loro piano di studi



For some destinations, due to student visa requirements, it may be necessary to earn a minimum number of credits during the exchange period.

## APPLICATION

The application for the exchange program must be submitted from February 28, 2024, to March 5, 2024, at 15:00. The application can be freely modified or cancelled during the application days, always respecting the deadline. For the purposes of the ranking, the last application saved in the system by the deadline will be considered. Before the Exchange announcement's opening date, a section dedicated to the application process, with video tutorials and explanations, will be made available on the Bboard platform.

The application process is divided into several phases:

- i) **Opening of the call on You@B:** to access the application, you need to go to your personal You@B agenda, click on "Punto blu" and then select "International Mobility" from the dropdown menu on the right.
- ii) **Apply to the correct call:** a page with various international mobility announcements will open. To select the announcement for graduate students, it is important to select "EXCHANGE PROGRAM". Then, it is necessary to select the "magnifying glass" under "Apply" in the section titled "A.Y. 2024/2025 - EXCHANGE PROGRAM". On the next page, click on "Iscrizione al bando" at the bottom left.
- iii) **Meeting language requirements:** if a student has not met the minimum language requirement in their career and cannot upload any certification to meet it for Exchange purposes, they will not be able to access destinations taught in that language. To meet the minimum or additional language requirement specified in the brochure by the target University, it will be necessary to upload the certificate in the Application section. After entering the data, it is necessary to confirm before proceeding to the next step.
- iv) **Selection of destinations:** based on the presented minimum language requirements, you can now choose a maximum of ten destinations in order of preference (where destination 1 is the preferred).
- v) **Confirmation and conclusion:** to conclude the application process, it is necessary to confirm your choices using the red button at the bottom left. Subsequently, there will be a page confirming the correct sending of the application, and the student must print the program registration receipt as proof of completion.

During the application phase, the student cannot indicate universities reserved for degree courses different from their own and cannot indicate universities in countries of which they hold citizenship.



## RANKINGS

The ranking is valid for the reference academic year. Students are assigned to universities through the ranking list, taking into account the order of preference expressed during the application phase and according to the number of spots available for each destination.

If a partner University has slots reserved for specific degree programs, students from these programs will have priority in the assignment. If there are no candidates from the degree programs with reserved slots, the ranking will proceed normally in order of score. If two students achieve the same score and there is only one spot left at a University, the order of preference expressed will be used as the deciding factor. If the preference is the same, priority will be given to the student who completed the registration process first.

## OUTCOME AND ACCEPTANCE

In April 2024, upon the publication of the rankings, students will receive a confirmation email and can view their assignment through Punto Blu. Within three to five days from the publication, the student must confirm the acceptance of their destination via Punto Blu.

Following acceptance, it is the student's responsibility to follow bureaucratic procedures for the possible obtaining of a visa, the necessary documentation to spend an exchange period, and to complete the application at the foreign university.

## WITHDRAWAL

If a student decides to decline the assigned destination, they must communicate their decision following the information specified on the website or in the selection email received at the institutional address. If the student decides to decline later, they must communicate by replying via email to the address from which they received the selection results, stating the reasons for statistical purposes. If a student withdraws, they will not be assigned to other destinations, cannot go abroad as a Free-Mover student during their current academic career, and cannot participate in other mobility calls until the end of their master's program.

## EXCLUSION

A student can be excluded from the Exchange Project if they are penalized with a disciplinary measure that entails exclusion. Exclusion is also envisaged in case of no response following the selection. The consequences are the same as those resulting from withdrawal.

## WAITING LIST

Students not selected are placed on various waiting lists for the destinations they applied for, provided they meet the necessary requirements for those destinations. In case of withdrawals, they may be contacted by the Study Abroad Office in order of ranking for acceptance. The waiting lists published in the reserved area will not be updated, and it will not be possible to receive information on the progress of the ranking from the office. If a student on the waiting





list decides to withdraw, they will be excluded from the program and removed from the other waiting lists.

## SCHOLARSHIPS

All students participating in international mobility programs, especially Exchange, CEMS-MIM, Themis, DD Essec, and other Joint/Double Degree programs lasting from 2 to 12 months, will be considered for the possible award of cash scholarships. Below we outline the scheme for those who have participated in a program during this academic year.

The allocation of the grant is not automatic but follows the Office's evaluations, which include potential economic disadvantage conditions verified by the University based on the students' economic-financial situation, destination, and the actual duration of the mobility experience.

Cash scholarships are distributed within the limits of available resources and until the allocated mobility funds at the national and international levels are depleted. Among all international program participants, a "lower opportunity" group is identified, which includes students in the academic year 2023-2024 who have received the following benefits:

- ISU scholarship
- Una Scelta Possibile
- 1<sup>st</sup> Subsidized Contribution Bracket
- "Need based" waivers from 60% to 100% on the ordinary Bocconi contribution (including donors)

Students belonging to the defined group will receive an increase (**a top-up of 250 euros per month**) in addition to the monthly amounts established for each destination.

<b>Group 1</b>	<b>Countries</b>	<b>Amount</b>
<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
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### *Switzerland*

All students going on mobility to Switzerland will receive the Swiss-European Mobility Programme (SEMP) scholarship from the Swiss government. For this reason, only students with fewer opportunities will receive an additional contribution of €600.00 per month.

<b>Group</b>	All the other destinations	€ 700,00
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For the academic year 2023-2024, students not belonging to the lower opportunity category were also considered as described below. This can be taken as an index, but the situation varies from year to year based on the funds. Due to the capacity of the international funding program Erasmus+ received for the academic year 2023-2024, and the guidelines provided for such funds, students not belonging to the lower opportunity group going to destinations in **groups 1, 2, and 3** were also considered for the allocation of available funds this year.

Regarding students with destinations within group 4, it is specified that, due to the funds received to date, it will also be possible to support students who, although not falling within the lower opportunity group, are recipients of a need-based benefit (2nd or 3<sup>rd</sup> benefit bracket on the ordinary contribution).

For the year 2024-25, there is no information yet regarding the assurance that the €700.00/month can also be provided to students in the 2nd or 3rd benefit bracket.

## 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.

### CONVERTIBLE EXAMS

The student can convert a number of exams up to a maximum of 30 Bocconi credits (for example, a maximum of 5 exams of 6 Bocconi credits each). The student cannot convert exams taken abroad if they cover subjects already passed at Bocconi and recorded in their academic



transcript, computer science exams, prohibited teachings, and courses mandatory for other degree programs.

## PRIOR AUTHORIZATION

Before choosing courses at the foreign university to attend, the student may request, according to Bocconi University's timelines, prior authorization for the conversion of the foreign course to a Bocconi course.

The authorization for conversion is requested on You@B, by selecting "International Programs" → "Recognition of exams taken abroad" from the menu on the left and attaching the website or syllabus of the course to be converted. If this conversion has already been carried out in the last two years, this procedure can be avoided.

NB: In the case of optional exams, it is possible to transfer exams even without a Bocconi equivalent, provided that the number of Bocconi credits is respected

## CREDITS AND GRADES

The Bocconi credit system is based on the ECTS (European Credit Transfer and Accumulation System). For courses with equivalents, the exam is recorded in the academic career with the corresponding number of Bocconi credits. For exams without equivalents, they are recorded as replacements for optional exams with an equivalent number of credits (6 CFU).

The grade conversion tables provide a one-to-one 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 spot and within the exchange semester deadline.

## 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. NOTE: This procedure can be done only once; therefore, no changes can take place after registration

Resources:

- Graduate Language Requirements:  
[https://www.unibocconi.eu/wps/wcm/myconnect/bocconi/sitopubblico\\_en/navigation+tree/home/programs/current+students/services/international+relations/bocconi+students/graduate+school/study+abroad/what/exchange+program/graduate+language+requirements/](https://www.unibocconi.eu/wps/wcm/myconnect/bocconi/sitopubblico_en/navigation+tree/home/programs/current+students/services/international+relations/bocconi+students/graduate+school/study+abroad/what/exchange+program/graduate+language+requirements/)
- Guide to the Exchange Program:  
<https://www.unibocconi.eu/wps/wcm/myconnect/7603c45e-c840-4d64-9bb3->



[e8d120ad53f9/Guide+to+the+Exchange+Program-24-25.pdf?MOD=AJPERES&CVID=oJ1ZkYYB-in-Touch](https://www.unibocconi.eu/wps/wcm/myconnect/bocconi/sitopubblico_en/navigation+tree/home/programs/current+students/services/international+relations/restricted+area)

- Restricted Area: [https://www.unibocconi.eu/wps/wcm/myconnect/bocconi/sitopubblico\\_en/navigation+tree/home/programs/current+students/services/international+relations/restricted+area](https://www.unibocconi.eu/wps/wcm/myconnect/bocconi/sitopubblico_en/navigation+tree/home/programs/current+students/services/international+relations/restricted+area)
- Scholarships: <https://bit.unibocconi.it/hc/en-us/sections/4406839239826-Contributions-for-international-programs-and-internships>

**Per dubbi o domande contattare**

Niccolò Libero Mastropietro: +39 3313377890

