

**FIRST AND SECOND LEVEL SPECIALIZED MASTER PROGRAMS  
RULES AND REGULATIONS  
2018-19 Cohort**

**RD (Rectoral Decree) no. 115, 17 October 2018**

In compliance with MD (Ministerial Decree) no. 270, 22 October 2004 and  
Bocconi University Academic Regulations (d.r. n. 152, 23 December 2015)

## **Art. 1 Scope of Present Rules and Regulations**

**1.1** The following Rules and Regulations (under Art. 3 of Bocconi University Academic Regulations, issued with Rectoral Decree no. 152 of 23 December 2015) are applicable to First and Second Level Specialized Master Programs, which can be attended respectively by students with an undergraduate (first level) degree and by students with a graduate (second level) degree, in order to acquire a specialized and high level of knowledge and professional skills. Upon successful completion of the programs a First Level Specialized Master Degree or a Second Level Specialized Master Degree will be awarded. The above Specialized Master Degrees can also be awarded in partnership with other Italian or foreign public or private bodies and institutions.

## **Art. 2 Aims and Duration of Specialized Master Programs**

**2.1** Specialized Master Programs are intended to provide students with specialized knowledge and professional skills regarding specific roles, disciplines or sectors. They can be either pre-experience, namely addressed to students without or with limited professional experience, or post-experience. Depending on the subjects studied and/or the type of participants, Specialized Masters may be offered by Graduate School, the School of Law or the SDA Bocconi School of Management. Specialized Master Programs are one-year programs (full time equivalent), save exceptions regarding some SDA programs that are specifically designed to be delivered abroad; such programs may conform to ad hoc rules.

## **SECTION I**

### **FEATURES OF SPECIALIZED MASTER PROGRAMS**

## **Art. 3 Teaching Model, Academic Activities – Study Plan**

### ***Teaching Model***

**3.1** The teaching model aims at developing practical competences (“know how”), beside knowledge, encouraging teamwork, in addition to individual study. Standard lectures are complemented by:

- active teaching /learning, where students are constantly involved in individual and team activities (such as exercises, case analyses, simulations, role playing, etc.), sometimes under the supervision of a tutor
- professional training activities and employment guidance based on direct knowledge of the job market related to each specific Program.

Some classes may be taught with e-learning methods.

### ***Academic Activities - Study Plan***

**3.2** The study plan’s academic activities are awarded credit point units (CPU) and study plans can range from 60 (minimum) to 72 (maximum) CPUs.

As far as the academic activity “courses” are concerned, each CPU corresponds to 8 face-to-face hours (lectures). The ratio between CPUs and face-to-face hours can be

1:10 when lectures need to be complemented by practical activities, such as exercises and presentations by guest speakers.

As far as distance learning is concerned, 1 CPU corresponds to 10 teaching hours.

At any rate, the overall face-to-face hours (lectures, exercises, presentations by guest speakers etc.) charged to each student cannot be more than 500 and less than 400.

**3.3** Academic activities include:

- courses;
- other academic activities, such as workshops, internships (and similar activities), field projects, final work.

**3.4** Academic activities can be all in Italian, all in English or partly in Italian and partly in English, depending on the program.

All Specialized Master programs include:

- compulsory courses, included in the study plan by default, which are key to achieving the educational goals of the Program;
- elective courses, to be chosen among all elective courses offered in the Specialized Master program, in compliance with the procedures laid down in the Annual Academic planning.

Students can include in their personal study plan extra academic activities (on top of standard CPUs of the program), chosen among courses offered by the Specialized Master.

Specialized Master Programs may also offer up to 90 face-to-face hours of preparatory courses aimed at providing freshmen with propaedeutic knowledge or at homogenizing freshmen's preparation. These activities do not award credits.

Examinations and other methods of testing assess students' preparation and allow the awarding of CPUs. Courses are given marks, while the remaining academic activities (other than the final exam) are awarded a pass or fail mark. CPUs are registered in the academic transcript with the corresponding mark / pass or fail mark.

**3.5 Internships and Similar Activities**

According to the rules defined during Annual Academic Planning, program structures can include educational activities that are helpful for placement in the job market, with specific assignment of credits to the same, such as internships and similar activities (field projects and qualifying work activities).

Internships consist in a student staying at public institutions, companies or professional firms in Italy or abroad to carry out practical activities in line with the educational objectives of the Specialized Master, based on a specific program agreed upon between the intern, the host organization and the Master Program Director, for the minimum period defined during Academic Planning.

For internships/field projects, the assessment and any resulting credit is subject to:

- prior authorization from the Master Program Director or the Director's delegate
- final validation from the Master Program Director or the Director's delegate

Elements used for final validation by the Director include the company supervisor's final evaluation form and the intern's final evaluation form.

#### **ART. 4 Selection Procedure**

##### **4.1 Pre-requisites for First Level Specialized Master Programs – Academic qualification:**

- Italian undergraduate (first level) degree, as per MD (Ministerial Decree) no. 270/04 (or previous Italian equivalent degrees), or
- non-Italian degree of equivalent Italian standard

##### **Pre-requisites for Second Level Specialized Master Programs – Academic qualification:**

- Italian graduate (second level) degree, as per MD 270/04 (or previous Italian equivalent degrees), or
- non-Italian degree of equivalent Italian standard

The suitability of foreign qualifications for admittance to the above-mentioned programs is verified by the Admission Committee, in compliance with international treaties and the applicable Italian and foreign laws.

**4.2** Admission to First and Second Level Specialized Master Programs depends on the outcomes of a selection process whose criteria are laid down in the Annual Academic Planning. Student's personal and academic CV, relevant past experiences and the results in a specific test, which may include an interview (the interview could be held exceptionally even off-campus), are among the selection criteria. Details on aptitude test and selection/admission deadlines are laid down in the Annual Academic Planning. As far as Specialized Masters taught in English are concerned, students must have a command of English that allows a successful performance in their studies.

**4.3** Candidates whose required qualifications are still pending can take part in the selection (Art. 4.2). If a student is selected, he or she will be enrolled conditionally. The enrollment can be completed on condition that the student earns the required qualification (first or second level degree as per art. 4.1) within 90 days of the beginning of the teaching activities. Beyond this deadline the conditional enrollment will be annulled.

**4.4** Standard rules require that only candidates who have earned 160 out of the 180 CPUs required in a BSc degree and those who have earned 90 out of the 120 CPUs required in a MSc degree, can enroll (conditional enrolment).

**4.5** Candidates whose qualifications are not adequate for admittance as per Art. 4.1 can only be enrolled as "auditing" students, on condition that they have previously passed the required selection as per Art. 4.2. Auditing students cannot be assessed or take exams. They will be given a document testifying their attendance.

**4.6** The number of auditing students (Art. 4.5) cannot exceed 10% of the target number of students per class group. This percentage is in addition to the target number of students per class group. Duly motivated requests for an increase in the above-mentioned percentage may be taken into account during the Annual Academic Planning, particularly with reference to internationally-oriented programs.

- 4.7** Students enrolled in a Specialized Master Program with one full fail or one full fail and one narrow fail (Art. 7.2) can officially become auditing students.
- 4.8** Other people (visiting students) can be allowed to attend single courses/modules. The courses/modules to be offered, as well as the enrollment procedure, are defined by each Program Director, within the guidelines set by the Annual Academic Planning.

#### **ART. 5 Class Attendance**

- 5.1** Class attendance is compulsory. In particular, in order to earn the degree, enrolled students must attend at least 80% of the academic activities. **The Program Director decides if this percentage of attendance is to be applied to the Program as a whole or to each individual course and how attendance will be monitored.** Recording attendance will be carried out according to the methods the University deems appropriate.

#### **ART. 6 Temporary Suspension**

- 6.1** A student can ask for a temporary suspension under the circumstances set by the Italian law (certified serious illness, military service, Italian community service [“servizio civile”], year of birth of each child). Moreover, the Program Director may authorize a student to enroll in the subsequent edition of the Program (if activated) if he or she cannot attend for serious family reasons (death or serious illness of a family member).

The temporary suspension freezes all the credits earned and means that students will not be allowed to perform any administrative operations, participate in academic activities or benefit from any university services.

For each year of temporary interruption, students are required to pay a fixed sum set by the TCA (University Fees Office).

#### **ART. 7 Assessment Methods for Courses and Workshops**

- 7.1** Examinations and other methods of testing assess students’ preparation and allow the awarding of CPUs (art 3.4). Assessment methods for courses and workshops are described by the Course Director in the syllabus of each academic activity. Students’ preparation is evaluated through final assessment (written and/or oral general exam) at the end of teaching activities, or through in-progress assessment (partial exams written and/or oral, assessment of active class participation, individual and/or group assignments); these assignments may result in a written output only or in an oral presentation). Assessment methods must guarantee authenticity of the student's output and third party check. Exam are given a mark while workshops are given a pass or fail.

As far as courses and workshop are concerned, one exam date only is set at the end of teaching activities.

Students who get an “overall” full fail / narrow fail for a course or a fail for a workshop must retake the exam.

Students who get an “overall” full fail / narrow fail for a course or a fail for a workshop in the retake exam cannot sit the exam again.

In case of absence, unexcused by the Director, from the exam at the end of the teaching activities, students are awarded a full fail for courses and fail for workshops and the Director decides whether to grant one (and only one) “retake date”.

In case of absence, excused by the Director, from the exam at the end of the teaching activities, students must retake the exam. If students get an “overall” full fail / narrow fail for a course or a fail for a workshop in the retake exam, the Director decides whether to grant an additional “retake date”.

During an exam, students can leave the room (“withdraw”); **withdrawn students are awarded a full fail for courses and fail for workshops**. In a written exam, students can withdraw by writing “withdrawn” on the exam paper at any time within the limit set by the faculty member in attendance.

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

A student who has handed in his or her exam paper (both for partial and for general exams) without writing “withdrawn” must accept the mark he or she will be given.

**7.2** As far as courses are concerned, exam marks are expressed out of 30 for Specialized Masters in the Graduate School and the School of Law and with the following conversion table (showing the equivalence with the Italian system) for Specialized Masters in the SDA Bocconi School of Management:

International Scale		Italian Scale		Equivalent out of 30
honor pass	HP	eccellente	E	29 - 30 L
pass +	P+	buono	B	25 - 28
pass	P	soddisfacente	S	21 - 24
low pass	LP	appena soddisfacente	AS	18 - 20
fail	F	insufficiente	I	15-17
full fail	FF	insufficiente grave	IG	<15

As far as marks expressed out of 30 are concerned:

A mark **from 1 to 14** out of 30 is a **full fail**.

A mark **from 15 to 17** out of 30 is a **narrow fail**.

A mark **from 18 to 30** out of 30 is a **pass** and allows the student to earn the corresponding credits. If the final mark is 30/30, a 30 “cum laude” can be awarded.

During the retake, in case of an absence from the regular exam round duly excused, the Specialized Master Director may decide to award a student a mark up to 30 “cum laude”.

In case of retake due to a narrow fail or a full fail, each Director may set the highest possible mark to be awarded, which can never be higher than 24/30.

**7.3** Exams results are entered in the students’ academic transcripts.

The academic transcript includes only exams and workshops that have been awarded a pass.

Exam marks only will be used to calculate the GPA.

**ART 8. Graduation, Final Exam and Final Grade**

***Graduation***

**8.1** Being awarded a Specialized Master degree shows that a student has acquired the knowledge and competence required to achieve the educational objectives set in the Program.

In order to obtain a Specialized Master degree, students must earn all the required credits and pass a final exam. This exam will take into account a student’s ability to solve applied problems and may consist in the assessment of a written project and/or in an oral exam; it may also consist in the evaluation of a student’s overall academic performance.

***Admission to the Final Exam***

**8.2** Students who passed all the academic activities of the Program are admitted to the final exam.

**A maximum of 2 final narrow fails** (including post retake exams) may be allowed by the Graduation Board. This corresponds to “I” “insufficiente” for the SDA Master scale. A fail earned in a workshop corresponds to a narrow fail in a course.

For students admitted to the final exam:

- Final narrow fails in courses will be recorded as 18/30; nevertheless the fail will be counted in the final exam (according to article 8.3).
- Final fails in workshop will be recorded as pass.

A) Students whose final state of exams (post retake exams) includes **1 full fail or 1 full fail and 1 narrow fail** will **not** be admitted to the final exam.

a.i If a student gets **1 full fail**, he or she can choose to officially become an auditing student (and get a mere attendance certificate, not a diploma) or to enroll again in the subsequent edition of the Program (if activated) by the on-line enrollment deadlines as “fuori corso” (student enrolled beyond regular completion time), in order to retake the exam he or she failed.

a.ii If a student gets **1 full fail and 1 narrow fail**, the Graduation Board may decide to assign an 18/30 mark to the narrow fail (or assign a pass to a fail earned in workshops) and then allow the student either to choose to become an auditing student (and get a mere attendance certificate, not a diploma), or to enroll

again in the subsequent edition of the Program (if activated) as “fuori corso” by the on-line enrollment deadlines, in order to retake the exam he or she failed. In the subsequent edition of the Program students are only supposed to retake the exam where they got the fail in order to be awarded the diploma. Therefore students who, in the same academic year, get a full fail for the same course twice (exam and correspondent retake) cannot be awarded the diploma in their first year of enrolment. If - when repeating the year as “fuori corso” - they fail again, they will officially become auditing students and will not be allowed to enroll in any subsequent editions.

B) Students whose final state of exams (post retake exams) is worse than that outlined at point A) (1 full fail and 2 narrow fails; 2 full fails; 2 full fails and 1 narrow fail, ...) will **not** be admitted to the final exam and are not allowed to get the diploma; they can only become auditing students and get a mere attendance certificate.

### **Final Grade**

**8.3** The final grade, expressed out of 110, is assigned by the Graduation Board for pre-experience Specialized Masters and with the following conversion table (showing the equivalence with the Italian system) for post-experience Specialized Masters:

International Scale		Italian Scale	Equivalent out of 110
honor pass	HP	eccellente	E 106 - 110 L
pass +	P+	buono	B 92 - 105
pass	P	soddisfacente	S 77 - 91
low pass	LP	appena soddisfacente	AS 66 - 76

As far as final grades expressed out of 110 are concerned:

A student passes the final exam when he or she is awarded at least 66/110, and his or her final work is assessed favorably.

The final assessment is based on the marks students have been given in the academic activities included in the study plan, in particular on the GPA of the marks (**including narrow fails**) expressed out of 30 and then converted into a grade expressed out of 110. A maximum of 6/110 can be added to the grade, taking into consideration other activities done by the student (internships, field projects, final work, etc.) and a general assessment of the student’s performance.

For students enrolled in 2017-18 a maximum of 8/110 can be added, as provided for by Rules and regulations applying to cohort 2017-18.

**If a student was admitted to the exam with 1 narrow fail, the GPA of the marks expressed out of 110 will automatically be lowered by 1/110. If a student was admitted to the exam with 2 narrow fails, the GPA of the marks expressed out of 110 will automatically be lowered by 2/110.**



A student's GPA includes also the marks earned by the student in the extra academic activities he or she did. If extra activities are more than two, the two best marks will be taken into consideration, and, marks being equal, the activity giving the most credits will be used.

If the final grade is 111/110, a 110 "cum laude" final grade can be awarded on condition that the student has not been assigned any disciplinary measure longer than six months.

## **ART 9 Code of Conduct**

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

Students must comply with the rules of conduct adopted by the University, including regarding exam methods.

Further details on the code of conduct are included in the Code of Academic Integrity for Bocconi Students which is published on the website.

## **SECTION II**

### **INSTITUTION, STRUCTURE AND EVALUATION OF SPECIALIZED MASTER PROGRAMS**

#### **ART. 10 First Activation, Subsequent Editions, Duration**

- 10.1** The first activation of Specialized Master Programs and subsequent editions are approved in compliance with Art. 12 of the University Academic Regulations.
- 10.2** The standard duration of First and Second Level Specialized Master Programs is one year. The standard opening of Programs is September or January.

#### **ART.11 Custom Specialized Master Programs, Cooperation Agreements, MPhil – Master of Philosophy**

##### ***Custom Specialized Master Programs: Definition and Main Features***

- 11.1** Custom Specialized Master Programs are commissioned to SDA Bocconi School of Management by single bodies or institutions exclusively for their employees and/or

collaborators. These Programs will only be instituted and activated for highly reputable organizations with which Bocconi University cooperates or intends to cooperate.

- 11.2** Custom Specialized Master Programs are not necessarily activated according to the deadlines set by the Annual Academic Planning. The Rector and/or the Dean may authorize the negotiations with the client institution, on the basis of a preliminary plan, informing the Academic Council. The agreement must then be made official and the Program must be approved by the competent bodies.

***Cooperation Agreements: Definition and Main Features***

- 11.3** This paragraph covers national and international cooperation agreements between Bocconi University and other Universities or higher education Institutions. Agreements aim at:

- jointly designing and implementing Specialized Master Programs in order to award Double Degrees or Joint Degrees;
- defining common study plans, that allow the recognition of academic activities by both partner Institutions, with or without the final issue of an official document testifying the studies carried out.

A memorandum of understanding (MoU) is needed to finalize the agreement of cooperation. MoU are deliberated by the Academic Council and approved by the University Board. The memorandum must be signed by a legal representative of Bocconi University and by the other legal party.

MoUs must include the following elements:

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

When the agreement involves the awarding of a double or joint degree, a MoU must include:

- the qualifications awarded by Bocconi University (First or Second Level Specialized Master degree) and by the partner Institution/s
- the joint academic curriculum, consisting of the academic activities included in the study plans of the partner institutions and recognized as valid in order to achieve the shared educational objectives.
- graduation procedures;
- admission criteria
- administrative aspects, such as payment of tuition fees and other local taxes, if any, and aspects related to the award of the Specialized Master Degree.

***MPhil (Master of Philosophy) Programs***

- 11.4** A specific typology of Second Level Specialized Master programs, also known as MPhil (Master of Philosophy), can be activated upon a proposal by the PhD Coordinator. The

teaching activity is borrowed from the first year of the corresponding PhD program and totals a minimum of 60 credits, involving about 1,500 hours of overall workload.

**11.5** Students registered in the corresponding PhD (any year) and “special students” can be admitted to an MPhil program if they have passed the curricular exams of the first year and:

- have obtained an “MPhil pass” at the end of the year ;
- have obtained a “PhD pass” at the end of the year and voluntary withdraw from the program.

Students enrolled in any year of the PhD program can apply for a MPhil degree before enrolling in the next academic year.

In the case of MPhil programs, the Specialized Master Director is the PhD Coordinator upon whose proposal the program had been activated.

## **ART 12 Organization**

**12.1** Program Directors are appointed by the Academic Council in compliance with the procedures set in the General University Rules.

**12.2** The Program Director is responsible for the functioning of the Program and ensures that all academic activities defined in the Annual Academic Planning are carried out. He or she annually reports on the progress of the Program to the Dean.

**12.3** The Program Director may appoint a Coordinator who will help him or her in the management of the Program. If no Coordinator is appointed, the Director is fully responsible for the management of the Program.

## **ART.13 Tuition Fees and Financial Aid**

**13.1** The University Board annually sets the tuition fees for each pre-experience Specialized Master Program offered by Graduate School and the School of Law.

SDA Management Board annually sets the tuition fees for each post-experience Specialized Master Program offered by SDA Bocconi School of Management.

Funds may be granted for scholarships and other financial aids for attending students with outstanding performance. 25% of students is the cap for scholarships and tuition fees exemptions that can be covered by the budget of the program (the cap does not include external donors' funds).

**13.2** Failure to pay tuition fees or delay in paying instalments result in a suspension from all academic activities (both administrative activities and learning activities).

## **ART. 14 Evaluation of Specialized Master Programs**

**14.1** Specialized Master Programs are periodically assessed, in compliance with the procedures defined by the University Evaluation Unit.

## **ART. 15 Final Rules and Regulations**

**15.1** Each Program Director may decide to enforce the present Rule and Regulations more strictly, in which case this will be clearly made known to the students.