

1.**STUDENT RESOURCES**

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1.1.**Useful tools for students**

To manage their academic careers, each student can use the following tools:

- personal credentials to access University services;
- yoU@B student Diary;
- Punto Blu;
- Email account;
- Microsoft365 applications;
- Personalized ID card with photo.

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1.2.**Bocconi personal credentials**

All students are equipped with credentials allowing them to access the network and the University IT services.

The credentials are:

- **UserID:** as a general rule, this is the student ID number assigned to the first

academic career at Bocconi;

- **Passphrase:** this is the password initially used for the initial enrollment procedure online.

Using the credentials allows access to:

- yoU@B Student Diary (youatb.unibocconi.it);
- Bocconi email account (outlook.unibocconi.it);
- Microsoft365 applications (office.unibocconi.it);
- Wi-Fi Network (bocconi-studenti);
- e-learning (blackboard.unibocconi.it);
- Library.

Bocconi users are strongly urged to:

- keep their credentials secret. They are strictly personal, show them to no one;
- change the Bocconi passphrase on a regular basis for security reasons;
- choose a sufficiently complex passphrase that is difficult to guess;
- not use another Bocconi user's credentials.

Changing the passphrase

The passphrase can be changed through:

- yoU@B student Diary (youatb.unibocconi.it);
- Self Service Password Reset (sspr.unibocconi.it).

Students are encouraged to enter their alternate contact information (phone number, personal email address) in SSPR, which can subsequently be used to activate the recovery procedure in case of a forgotten passphrase.

Passphrase recovery

The passphrase for accessing the online services can be retrieved by using the Self Service Passphrase Reset function available in the yoU@B Diary login screen. For this purpose, students are asked to enter the original password or to answer to the secret questions chosen when accessing the Diary for the first time and/or subsequently modified. An ID code can also be sent to the student's email address or mobile phone number (in this case, only if contact information has already been entered).

In case of compromised access credentials

Compromise of login credentials is the most common vector for cybersecurity attacks. This intrusion occurs mostly through techniques called phishing which consist in sending the user messages that appear to be authentic mails from an institutional site or from an acquaintance. Instead, they induce the user to click on links that lead to sites purpose-built

for stealing passwords.

Once the credentials have been stolen, the student's email address and identity could be used to conduct illegal activities that could cause damage to the University or to third parties.

Students must be aware of these risks and other social engineering techniques aimed at identity theft and, in case of suspicion, they should contact the Bocconi Security Operation Center without delay at soc@unibocconi.it for verification. of the incident.

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1.3.

yoU@B Student Diary

The yoU@B student Diary is a reserved area online available to all Bocconi students. Through yoU@B, students can receive information from the University, use online services dedicated to teaching, administer some activities in their academic careers, check dates, times and rooms for both exams and graduation sessions, check class timetables and so on.

The yoU@B student Diary is available in both English and Italian. Students can change the language of the yoU@B content at any time.

Students can consult the student Diary in two ways:

- Desktop version (which is the full and complete version of the yoU@B);
- Mobile app yoU@B Pro (which includes only some of the main functions).

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1.3.1.

yoU@B Student Diary: Desktop Version

The desktop version is the full and complete version of the yoU@B student Diary and it should therefore be consulted frequently.

The yoU@B includes:

- a homepage displaying the widgets with communication from the various University services;
- a list of menus including, under each item, all functions available to students for administering one's academic career.

In addition to the widgets of the various University services, the homepage includes:

- **Notices**: for messages from the Academic Services and other University services;
- **To do list**: in addition to all main notifications referring to some student requirements, this includes also the Teaching widget, where up-to-date information regarding lectures is published;
- **'Your student ID Card'**: widget through which the card can be deactivated/reactivated for services on campus in case of card loss, a replacement can be requested or a temporary QR Code pass can be printed;
- **Exams**: includes the list of exam registrations completed by the student and a section with the exam breakdown of students in classrooms for the exam date;
- **Sign-up for various activities**: to sign up for extracurricular activities; this function can be viewed only if activities have been scheduled for the student;
- **Blackboard**: to access to the University e-learning platform.

Menu items include:

- **B in Touch** (>Home): a tool which must be used to contact some University services. It includes FAQs (Frequently Asked Questions) organized by topic and subject. Through the procedure, students can forward their request to the appropriate office depending on the selected topic;
- **Punto Blu**: function that students can use to complete some of the most important administrative activities;
- **Teaching**: including the main procedures supporting teaching (e.g. B-clicker, Blackboard, Teaching box, Attendance register);
- **Registration exam session** (>exam sessions): to register for exams;
- **Class timetable**: to check the class timetable, by date or by code;
- **Check Faculty office hours** (>Faculty Office hours);
- **Certificates**: to access the cert@B procedure to submit a certification request, or to access the 'self-declarations' printing function;
- **Events**: the home page of this menu item includes widgets dedicated to all scheduled Bocconi events organized by the University and by students, sporting and cultural associations;
- **Utilities**: one of the functions available here is the 'Update your profile' section, which allows students to update their personal profile and change their password.

In addition, during the year and/or for special categories of students, specific functions, procedures and information may be available, such as:

- registration for modules for courses in which they are required;
- recognition procedure for exams taken abroad;
- ECDL exam enrollment and/or registration of ECDL;
- signing up for supplementary activities;
- useful information for assignment of the final paper (students enrolled in the last year of their cycle).

How to access yoU@B

The yoU@B student Diary can be accessed from the homepage of the Bocconi website at www.unibocconi.eu/ or <https://youatb.unibocconi.it>. Users must log in and enter their access credentials.

It is important to note that yoU@B, along with the Bocconi email account and B in Touch, is the University's main communication tool used for student communication. Therefore, students are kindly asked to frequently check the messages received.

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1.3.2.

yoU@B Pro: Mobile App

The yoU@B student Diary is also available in a mobile version, offering students quick and easy access to the most important content that is also available in the desktop version.

Because some content and functions may not be available in the mobile version, **the desktop version of the yoU@B student Diary should be accessed frequently.**

Students can download the yoU@B Pro application, available free of charge for iOS and Android devices.

After downloading the app on their device, students can log in and access some of the most important functions also available in the desktop version of the yoU@B student Diary, including:

- **CALENDAR:** to view personalized class schedule, exam timetables and teaching

deadlines; through this function you can register your attendance in class (Attendance) via the Check-in function and register and/or unsubscribe to exam appeals;

- MESSAGES: to read messages sent by the different University services;
- MY EXAMS: to view the room allocated for the exams and to view exam grades;
- B IN TOUCH: to check the FAQs on different topics and request information from the various University services;
- YOUR BOCCONI ID CARD: to deactivate/reactivate the card and generate a temporary QR Code pass;
- STUDY SEATS: to book study seats located in Campus buildings.

Other features include:

- EMAIL;
- Attendance register;
- Bocconi Sport

By enabling push notifications on the yoU@B Pro app, you can stay informed regarding **deadlines for exam registration**, get real time information when communications are available from various University services, etc.

The yoU@B Pro app is available in both Italian and English languages. To change the language in use, you need to:

- log in to the app;
- enter the 'MyB' section;
- click on 'Update profile';
- select the desired language from the drop-down menu on the right.

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1.4.

Punto Blu

The Punto Blu function, which can be accessed from the yoU@B Diary, allows students to carry out some administrative activities regarding their student academic career.

There are Punto Blu terminals on campus which allow access to the Bocconi website and the

yoU@B Diary. Some Punto Blu functions are only available from the Punto Blu points located at the university, e.g. printing the unofficial academic transcript which is the document that contains student's personal details and all the course listed in the program structure. The transcript is subsequently updated with the dates and marks of exams passed and includes the single grades of courses subdivided in modules (if included in the program structure) valid exclusively at the University for rankings such as ISU scholarships, Exchange programs etc.

Students can access Punto Blu only after they have completed the complete initial enrollment procedure.

Punto Blu functions are available both in English and in Italian and can be viewed by students in accordance with the language version set in the yoU@B student Diary.

To access Punto Blu functions, students must:

- access the yoU@B Student Diary;
- click on 'Punto Blu' from the Diary homepage.

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1.5.

Email

All currently enrolled students are given a Bocconi email account. Students can use this account free of charge.

First-year students are automatically assigned an email address upon enrollment.

The email can be accessed either at outlook.unibocconi.it or from the yoU@B student Diary by entering the access credentials.

The Bocconi students email address is composed of: the student ID number + @studbocconi.it.

Students are also automatically assigned an alias address on the basis of possible combinations of first name and surname, to help them use their Bocconi email accounts.

For more information

Technology Support for students

email: helpmail@studbocconi.it

The Bocconi email account, along with the yoU@B student Diary and the B in Touch procedure, is the preferred channel to communicate to students; for this reason, students are recommended to check their email account to read messages sent by the University.

Once students have received a Bocconi email account, they must use it along with B in Touch for any communications to the University.

The University does not answer communications sent from private email addresses.

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1.6.

Bocconi ID Card

The **personalized Bocconi photo ID card** is an essential **non-transferable personal document** used:

- as proof of identity in the University;
- to sit exams;
- to access some University Buildings with controlled entry;
- to use IT rooms;
- to use the cafeteria;
- to use the Library and to borrow books;
- to use the MyPrint Service.

In addition, the **student ID card** is also enabled to be used for **banking operations**.

Once the card has been activated for banking operations, contracts and payment services will occur exclusively between the user and Banca Popolare di Sondrio, **without mediation by the University**.

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1.6.1.

Your ID Card Widget

On their yoU@B Diary, students can find the '**Your ID Card**' widget allowing them to manage the deactivation/reactivation of the card and request a replacement in case their card is lost/stolen. Specifically, they can:

- **print a QR code daily pass*** only valid to access University buildings;
- temporarily **deactivate** the Bocconi ID card - for security reasons and only with reference to services on campus;
- **reactivate** the Bocconi ID Card - only with reference to services on campus
- **request** a replacement card.

*The QR Code pass will allow access to campus buildings with controlled entry, but it **will not grant rights to other Bocconi services** (e.g. sitting exams, book loans at the Library, etc.).

In addition, issuance of a QR Code will automatically deactivate the forgotten/lost card. To use the forgotten student ID card again, students must enter the yoU@B Diary and click '**Reactivate your ID card**' button.

If the card has been activated as a credit card, it can be **blocked** by following the procedure described in 'Theft and Loss of ID card'.

Because the student ID card is an identification document essential for campus activities, in case of a lost/stolen card, students must request a duplicate in accordance with what is described in 'Theft and Loss of ID card'.

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1.6.2.

Theft and loss of ID card

If the personalized photo ID card has been **lost, stolen, damaged** or if the magnetic strip no longer works, you should immediately:

1. deactivate it using the "Your ID Card" widget. This will ensure that your card is not used improperly by third parties (e.g. to illegitimately take out book loans from the Library);
2. in addition, if the card **has been activated for banking operations**, you should immediately contact Banca Popolare di Sondrio to block the card at the phone number: 800.822.056 (+39 02 60843768 for international calls).

To issue a new Bocconi ID card:

- if the card is lost or stolen, a replacement fee is charged;
- if the magnetic strip no longer works or the card is damaged, a replacement is free of charge only upon submission of the damaged card when collecting the new one.

For details about the procedure for **re-issuing the Bocconi ID card (students)**, see **Requesting ID Card Replacement**.

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1.6.3.

Requesting ID card replacement

Only if the ID Card is lost or stolen can a request for a replacement be made from yoU@B through the “Your ID Card” widget.

In this case, a €26 fee will be charged for the **issue of a new Bocconi ID card**.

If a **previously lost card** is found after the replacement request has been made, **it cannot be reactivated**.

If the card is damaged or the magnetic strip is no longer working, the student should take the damaged card to the B in Touch Point so that it can be checked. In this case, there is no charge for a replacement. If the student does not submit the damaged card, however, the replacement fee will be charged.

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1.7.

Personal computers

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1.7.1.

Student's personal laptop computer

Each student must have a personal laptop computer, with the following minimum characteristics:

- Wi-Fi with at least IEEE 802.11ac standard;
- integrated video camera and microphone;
- Windows 10 or later operating system or macOS 10.12 and later

This computer should be taken to the classroom whenever required by faculty members. Due to the progressive innovations to teaching methods adopted, in fact, the use of computers could constitute an essential condition both to participate in the lectures of some courses and to take exams. For recommended hardware requirements: Current Students > Services > ICT > Wi-Fi Activation > Hardware Requirements.

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1.7.2.

Wi-Fi internet points at the university

Students can access the University Wi-Fi network "bocconi-studenti" by using their Bocconi access credentials. By accessing the Wi-Fi network, students implicitly accept the "Terms and Conditions of Use" available at Current Students > Services > ICT > Wi-Fi Activation > Terms and Conditions of Use.

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1.8.

MyPrint mobile print service

Bocconi University offers students a mobile print service, **Ricoh MyPrint**. This is a self-

service system on campus allowing **printing, photocopying and scanning** via any device, including through a mobile application.

For detailed information on how to activate an account and how to use the service, the guide available in the yoU@B Diary **Documents** section should be consulted.

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2.

3-Y DEGREE PROGRAM STRUCTURES

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2.1.

Students Enrolled Starting from the 2018-2019 Academic Year

Through the joint agreement of the European Ministers of Education meeting in Bologna, transformed the University reform of 1999 transformed the organization of the Italian university. It changed the structure of both the study plan and the degree programs in the fields of Economics and Management from one long four-year cycle to the so-called 3 plus 2, divided into two cycles (undergraduate and graduate).

The result of a homogeneous course of studies in Europe was the free movement of students within universities during their educational training and subsequently the movement of graduates in the world of work.

The two study cycles are to be considered separate; at the end of each, a final exam is required, as well as the awarding of a diploma and the certification of the title obtained.

Once the 3-year cycle has been completed the student can decide whether to enter the world of work or continue his/her university studies by enrolling in a graduate program (Master of Science or a Specialized Master).

Since the start of the Bocconi University graduate programs, the selection process has been distinct from that of the undergraduate one; therefore, admission to an undergraduate degree program does not imply the automatic admission to a Master of Science program.

The selection criteria for graduate programs are defined by the administration during the annual plan of activities and are published on the website and in the Bocconi information pack before the candidates' assessment procedure takes place.

For the **2023-2024** academic year, the Undergraduate School offers the following three-year

Bachelor of Science programs:

- 4 Bachelor of Science programs which are part of the "Management" field of study (no. L-18, Ministerial Decree 16 March 2007):
 - Bachelor of Science in Economia aziendale e management [Business Administration and Management] (**CLEAM**);
 - Bachelor of Science in Economia e finanza [Economics and Finance] (**CLEF**);
 - Bachelor of Science in Economia e management per arte, cultura e comunicazione - Economics and Management for Arts, Culture and Communication (**CLEACC**);
 - Bachelor of Science in International Economics and Management (**BIEM**).
- 3 Bachelor of Science programs which is part of the "Economics" field of study (no. L-33, Ministerial Decree 16 March 2007):
 - Economic and Social Sciences (**BESS**);
 - Bachelor of Science in International Economics and Finance (**BIEF**);
 - Economics, Management and Computer Science (**BEMACS**).
- 1 Bachelor of Science program belonging to the program field of studies (no. L-36 Ministerial Decree 16 March 2007) Scienze politiche e delle relazioni internazionali:
 - Bachelor of Science in International Politics and Government (**BIG**)
- 1 Bachelor of Science program belonging to the "Scienze matematiche" field of study (no. L-35 Ministerial Decree 16 March 2007) (the program benefits from several degrees of "flexibility" according to article 8.1 of Ministerial Decree 6/2019):
 - Mathematical and Computing Sciences for Artificial Intelligence (**BAI**)
- 1 Bachelor of Science program belonging to the " Scienze dei Servizi Giuridici" field of study (no. L-14 Ministerial Decree 16 March 2007):
 - Global Law (**BGL**)

Four programs share the **same disciplinary foundation**: Economia aziendale e management [Business Administration and Management](CLEAM); Economia e finanza [Economics and Finance] (CLEF); International Economics and Management (BIEM) and International Economics and Finance (BIEF).

The Bachelor of Science programs International Economics and Management, International Economics and Finance, International Politics and Government, Economics Management and Computer Science, Economic and Social Sciences, Mathematical and Computing Sciences for Artificial Intelligence, Global Law and a class group of Economics and Management for Arts, Culture and Communication **are taught in English** (a knowledge of English equal to at least a B2 level is required) and have a marked international preparation. The remaining programs, taught in Italian, need a prerequisite of English knowledge of B1 level.

Economia e management per arte, cultura e comunicazione - Economics and Management in Arts, Culture and Communication (CLEACC), Economics, Management and Computer Science (BEMACS), Economic and Social Sciences (BESS), International Politics and Government (BIG) and Mathematical and Computing Sciences for Artificial Intelligence (BAI)

and Global Law (BGL) are characterized by **specific course profiles**, starting with the first year of studies.

The structure of the programs with a shared disciplinary foundation is centered around 3 modules:

- **common foundation:** during the first 3 semesters the same subject foundation is proposed for all Bachelor of Science programs. Basic knowledge concerning the fields of political economics, corporate economics, and quantitative methods and law is covered;
- **characterization of the Bachelor of Science programs:** the fourth semester and part of the fifth deal with subjects which characterize the chosen study program. Specifically, the subject matter of the program includes an in-depth understanding of private and public enterprises and how they work, the finance sector, sectors that deal with the general economic system, economics and the political-institutional and social contexts, with a strong focus on internationalism;
- **individualizing the educational path:** in the fifth and especially in the sixth semesters, students choose how to complete their educational path by sitting elective exams which may be chosen selecting elective courses from among the general list.

The class groups, comprised on average of 120 students for the programs taught in Italian and 100 for the programs taught in English, with the exception of the class group for Mathematical and Computing Sciences for Artificial Intelligence (BAI), which is comprised of around 80 students and the class group for Global Law (BGL) which is comprised of around 50 students, are structured as follows:

Bachelor of Science program	class groups in Italian	class groups in English
CLEAM	8	
CLEF	2	
CLEACC	1	1
BESS		1
BIEM		4
BIEF		2
BIG		1
BEMACS		1
BAI		1
BGL		1

The program requirements are expressed in credit points.

A credit point is the unit of measurement which determines the workload students are required to fulfill. It is assumed that students are adequately prepared from the start to carry out the educational activities required by the study program. The workload includes both classroom activities (lectures, exercises, seminars) and individual study, as well as other educational activities such as preparation of the final paper.

In accordance with the ECTS (European Credit Transfer and Accumulation System), on average 1 credit point corresponds to 25 hours of work for the student; about 8 hours, (but no

more than 10) are spent in the classroom.

The average workload for a full-time student is set at **60** credit points per year as per agreement.

To graduate, students must have earned **180** credit points.

Credit points are given for all educational activities which students carry out, such as exams for both compulsory and elective courses, language and IT exams, and preparation of the final paper.

Credit points do not substitute marks; they are given when passed exams are registered. Credit points and marks make up the student's academic curriculum.

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2.1.1.

Educational Activities

The program structures are made up of a variety of educational activities to which credits are assigned. Such activities can be divided as follows:

- **compulsory activities:** compulsory courses, first and second European language, seminars, computer skills, final paper);
- **activity chosen by the student:** electives, activities carried out at other universities, third language, internship).

The student's individual study plan must include at least one course taught in English (compulsory or elective).

For students to graduate, the university reform requires that they have knowledge of 2 European languages, for all programs in the fields of Economics and Management and Political Sciences and International Relations (first and second language), for the BSc in Mathematical and Computing Sciences for Artificial Intelligence belonging to the field in Scienze matematiche and Global Law belonging to the field in Scienze dei Servizi Giuridici the university reform requires that they have knowledge of 1 European language. The rules for the choice of language courses are specified in chapter 3.1. Languages.

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2.1.2.

Compulsory Courses

Every program structure includes **compulsory** courses, corresponding to exams that all students enrolled in that program must pass.

Therefore, compulsory courses are essential in order to satisfy program requirements, and are the fundamental building blocks for the educational objectives of the program. According to current regulations such educational activities are classified as: "basic", "characteristic" of the program's field of study, "similar or supplementary to the characteristic ones", with particular regard to the cultural context and interdisciplinary education, and "independently decided upon by the university".

The "Bachelor of Science program structures" chapter contains a section devoted to each Bachelor of Science program where students can find the detailed program structure with the list of all the compulsory courses, their credit point value and positioning in the program's year of studies.

Course profiles are available on the website at <http://www.unibocconi.eu/courses>.

Detailed course programs (**course syllabuses**) are available on line (Blackboard and yoU@B), and are also usually handed out by faculty in the classroom on the first days of lectures.

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2.1.3.

Educational Activities Chosen by the Students

The **educational activities chosen by the students**, which include the elective courses, are selected by the students to complete their study plan. The elective course is worth 6 credit points.

Before choosing their electives students should consult the "[Table of incompatible courses](#)", the "[Table of banned courses](#)".

As an alternative to an elective course it is possible to carry out a curricular internship.

Course profiles of elective courses are available on the website at

<http://www.unibocconi.eu/courses>.

Detailed course programs (**course syllabuses**) are available on-line in Blackboard, in the yoU@B Diary, and are also usually handed out by faculty in the classroom on the first days of lectures.

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2.1.4.

Bachelor of Science in Economia Aziendale e Management [Business Administration and Management] (CLEAM)

Program Director:

Angelo Ditillo

Assistant to the Program Director:

Paola Taricco

Field of study:

Management (no. L-18, Ministerial Decree 16 March 2007)

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2.1.4.1.

Educational Objectives

The Business Administration and Management (CLEAM) 3-y degree program has the following educational objectives:

1. provide a solid basic preparation in business, economics, quantitative and juridical

- subject areas to critically understand the economic-juridical context in which companies, public bodies, financial institutions work;
2. provide a vast preparation in business subjects to ensure a command of all issues regarding company management applied to different types of enterprises (manufacturing, commercial, services, etc.) as well as the economic contexts in which companies operate (industrial, financial, etc.);
 3. promote knowledge acquisition and the development of applied competences relative to the various business functions (organization, strategy, accounting, planning and control, marketing and sales, logistics, production and innovation, corporate finance, etc.);
 4. develop competences besides knowledge via educational activities inside and outside the classroom which promote student-teacher interaction and interaction between the students themselves (ability to express their opinions, to work in group, to negotiate) as well as developing problem setting and problem solving skills;
 5. develop competences to have a command of business, computer skills, and the use of two EU languages to be effective and efficient in the professional sphere;
 6. stimulate students to responsibly evaluate the consequences of their decisions in the professional sphere.

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2.1.4.2.

Professional and Work Opportunities for Graduates

Junior professional profile in the field of business management

Position in the workplace:

Graduates in Economia Aziendale e Management work in one of the areas of business management, as an internal resource or an external consultant, mainly supporting more senior roles, carrying out:

- planning and control positions;
- accounting-administrative positions;
- finance and tax positions;
- supply chain management positions;
- organization and personnel management positions;
- sales and marketing positions.

Skills associated with the position:

Graduates in Economia Aziendale e Management have the basic skills needed to carry out