

INSTRUCTIONS AND DEADLINES FOR THE SUBMISSION OF THE STUDY PLAN a.y. 2023/2024

Submission Windows:

1. From 9th October to 23rd November 2023*
2. From 12th February to 11th March 2023
3. From 15th to 31st May 2024

It will be possible to modify the study plan submitted in the first period through the same procedure.

If you enroll on a conditional basis, your career will be active only after having graduated and until then you cannot submit the study plan on studenti online.

I will spend a period of study abroad (Erasmus, Overseas...), should I submit the study plan?

The study plan must be submitted on SOL in accordance with the procedures and deadlines laid down for the course of course of enrolment, regardless of whether you are taking advantage of a mobility period.

Upon your return, if the activities included in the study plan on SOL differ from those indicated in the recognition of credits incurred in Overseas/Erasmus, you must:

- Print the study plan that you find in .pdf on SOL
- Tick the course to be deleted/replaced
- Add the course approved and taken abroad (e.g. credits in SSD SPS/14 - Overseas)
- Send the .pdf form, dated and signed to campusforli.uri@unibo.it for verification of consistency with the teaching plan and for any teaching plan and for possible approval by the Course Coordinator.

The Student secretariat will update your career only if the activities carried out abroad coincide with the UNIBO courses indicated in the study plan presented in SOL or with the study plan of return from international mobility.

Difference between "Group of choices..." in taf-C and "Group of elective courses" taf-D second year

In the "Group of choices in ... (TAF-C)" you have to choose a course only among those included in the list. If you want to choose a course not included, you have to deliver an individual study plan with a 16 euros tax stamp (*marca da bollo*) and with a motivation letter addressed to the Coordinator of the Degree Program.

In the "Gruppo a libera scelta dello student/Group of elective courses (TAF-D)" in the second year you can choose:

- A course among those listed and /or
- Any other course offered by the University of Bologna, provided that it is consistent with the learning path with Scientific sector (SSD) included in the didactic regulation.

Submission mode:

- Access the study plan from Studenti on Line
- Insert in the student's free-choice group the course you would take if your application was not approved.
- Complete the study plan
- Save the study plan
- Print the study plan
- **Point out** on the paper, by hand, which course of the study plan will be substituted by the one you wish to take. Write down also the following information about the course you wish to take:

Code of the Degree Program (*codice del corso di studi*) – Course code (*codice dell'insegnamento*) – Course name (*denominazione*) – SSD – CFU

- Please ensure that you email the updated study plan, complete with a date and signature, as a single attachment in PDF format to the Student Secretariat along with the authorization by the study plan submission deadline. "Subject: LM IPE matricola xxxxxx - modification of study plan on SOL.

For courses not available on the online study plan, you will have to use the paper form and your choice must be approved by the Board of the Degree Program. It is requested to attach a motivation letter, while a tax stamp is not necessary.

Submission procedure:

- **Log in** to the study plan through Studenti Online
- **Add** to the “Gruppo a libera scelta dello studente” in the second year the course you would take in case your request is not approved
- **Fill in** the study plan
- **Save** it
- **Print** it
- **Point out** on the paper, by hand, which course of the study plan will be substituted by the one you wish to take. Write down also the following information about the course you wish to take:

Code of the Degree Program (*codice del corso di studi*) – Course code (*codice dell'insegnamento*) – Course name (*denominazione*) – SSD – CFU

- Please ensure that you email the updated study plan, complete with a date and signature, as a single attachment in PDF format to the Student Secretariat along with the authorization by the study plan submission deadline.
"Subject: LM IPE matricola xxxxxx - modification of study plan on SOL.

What is the individual study plan and why has it to be submitted?

With the individual study plan you can modify the Didactic Plan defined by the Degree Course, provided that the proposed changes respect the rules established by the Didactic Regulations of the University of Bologna.

The individual study plan must be delivered to the Program coordinator. **A 16 euros tax stamp** (*marca da bollo*) must be attached to the individual study plan. It is also requested to add a **motivation letter** for the proposed modification, addressed to the Coordinator of the Degree Program.

The decision on the approval of the individual study plan belongs to the Board of the Degree Program. The Board evaluates the consistency of the individual study plan with the Degree Teaching Regulations and the learning outcomes of the program. It also checks that the number of exams, course units and credits meet the requirements of the official Course Structure Diagram.

Extra CFU (CFU above the threshold required to obtain the Degree)

If, among the “Gruppo a libera scelta dello student/Group of elective courses (TAF-D)” in the second year, you chose one or more extra courses and you do not take the exam, those courses will be automatically canceled by the Students Secretary when performing the final check on the study plan (this check is done when you are about to obtain your Degree).

Exams giving extra CFU, listed in the study plan and taken with positive grade (18+) will contribute to the final grades' average which will be computed by the University of Bologna to assign your Degree's final mark (voto di laurea).

IMPORTANT REMINDINGS

YOU ARE NOT ALLOWED to submit a study plan to modify any previously chosen course **AFTER THE ALLOWED DEADLINES.**

You will be allowed to modify your choices presenting a study plan in the next academic year, within the submission periods and conditions annually defined. Submitting the study plan, means you are enrolled for the whole academic year.

For example: if you are enrolled in the second year in 2022/23 and you submit the study plan in 2023/24, you will be enrolled for the whole 2023-24 and you could graduate from June 2024.

Change of class LM 56 or LM 62

Students may change the class in which they wish to pursue their degree by the end of the 2nd year by sending an email to segforli@unibo.it during the online study plan submission period indicating the new interclass. The change can only be verified by viewing or printing a certificate/self-certification on SOL.

Put in Subject: LM IPE matricula xxxxxx - interclass variation.

Change of class LM 56 or LM 62

Students may change the class (Economics LM56 or International politics LM 62) in which they wish to pursue their degree by the end of the 2nd year by sending an email to segforli@unibo.it during the online study plan submission period indicating the new Class. The change can only be verified by viewing or printing a certificate/self-certification on SOL.

Put in Subject: LM IPE ID number xxxxxx - class variation.

Contacts

SEGRETERIA STUDENTI/STUDENTS SECRETARY of the FORLI' CAMPUS

Piazzale Solieri 1, 47121 Forlì

tel. 0543 374809 - **fax** 0543 374888; **e-mail** segforli@unibo.it

PROGRAMME COORDINATOR

Daniela Farinelli

via Giacomo Della Torre 1, 47121 Forlì

tel. 0543 374118 **e-mail** didatticaforli.lmipe@unibo.it or during office hour

INSTRUCTIONS how to complete the study plan in PARTICULAR CASES

Students who want to remove an already taken course from a Group of choice and add it to another Group of choice.

Remove the course from the Group it currently belongs to in the study plan.

A message reading "Hai già sostenuto questa attività, rimuovendola dal piano di studi i relativi CFU non saranno considerati validi per il conseguimento della laurea/Removing this already taken exam from your study plan, its CFU will not be computed to obtain the degree"

Continue by clicking OK

Modify your choice adding this course – which you have just cancelled for a Group – to the new Group
Save the study plan

Print it

Write down on the paper, by hand, “già sostenuto/already taken” next to the exam you have already taken

Deliver to the **Students Secretary** the study plan - as modified according to the above instructions - by the deadline for the submission of the study plan

Students who apply for the **Erasmus+ (internship)** to cover 8 CFU in the “Group of various activities (TAF-F)” or 8 CFU in the “Gruppo a libera scelta dello studente/Group of elective courses (TAF-D) in the second year.

The Students Secretary will automatically add the Erasmus+ internship after the publication of the ranking.

SECOND YEAR STUDENTS:

Add to the “Group of various activities (TAF-F)” or in the “Gruppo a libera scelta dello student/Group of elective courses (TAF-D)” the exam you would do in the case you do not do the Erasmus+ internship

Complete the study plan

Save it

Print it

Write down on the paper, by hand, the following three information: that you have applied to the Erasmus+ (internship); the course to be cancelled by your study plan in case you actually do the internship; an indicative period for the internship.

Deliver to the **Students Secretary (or send by email)** the study plan - as modified according to the above instructions - by the deadline for the submission of the study plan

Students selected to take a course at **J. Hopkins University–Bologna Center**

Add to the “Gruppo a libera scelta dello student/Group of elective courses (TAF-D)” the course you would do in case you do not take that course at the J. Hopkins University–Bologna Center

Fill in the study plan

Save it

Print it

Point out on the paper, by hand, the course to be substituted by the one you will take at the Johns Hopkins

Deliver to the **Students Secretary** the study plan - as modified according to the above instructions - by the deadline for the submission of the study plan

.....
You will always be able to print out/view the completed study plan online from View Detail and have the information on the TAF B/C/D/F. references and disciplinary field of the envisaged subjects of each group of choice envisaged in the Teaching Programme. Example:

Richieste concluse				
Stato	Id	Tipo	Descrizione	Data chiusura
Richiesta accettata	2271203	Piani web	Presentazione Del Piano Di Studio	11/10/2021 Vedi dettaglio >
Richiesta accettata	2030323	Piani web	Presentazione Del Piano Di Studio	22/02/2021 Vedi dettaglio >

TAF B/C/D/F references are also in the modified study plan sent in pdf by email to the Student Secretariat or to the Programme Coordinator.