

LM in International Politics and Economics cod.5702

INSTRUCTIONS AND DEADLINES for THE DEGREE CLASS CHANGE and for the STUDY PLAN SUBMISSION Academic Year 2024/25

1. Degree Class Change LM-62 (Political Science) / LM-56 (Economics)

During the matriculation process, the student selects which degree classes, LM-62 (Political Science) or LM-56 (Economics) he/she would like to graduate in.

Students who intend to change their degree class, with which they will obtain their title, will be able to do so **not later than the 2° year “in corso”** by sending an e-mail to segforli@unibo.it in one of the submission period indicating the new Degree Class.

Insert into the email object: LM IPE matricola (ID number) xxxxxx – Degree Class Change.

It is possible to verify if the change has been made by downloading a certificate/self-certification on Studenti Online.

2. Study Plan

The Study plan is the set of courses that will be part of your university career.

Each course is characterised by a number of learning activities (course units, laboratory, other activities): some of them are mandatory, some others are elective activities of your choice.

During your academic path, your preferences and interest may change. You may discover new passions or you could wish to deepen specific topics. In that case, the Study Plan is flexible and it allows you to make adjustments in line with your new inclinations. Having the possibility to reconsider our own choices is a natural part of the academic experience. In order to be able to fill it out, you must comply with the university tuition fees.

3. Submission deadlines for the Study Plan on “Studenti Online” (SOL) *or the Individual Study Plan

1. September 16th, 2024 – November 21st, 2024**
2. February, 12th 2025 – March, 7th 2025
3. May 13th, 2025 – May 30th 2025

Please note* for those who still have to obtain their **First Cycle Degree: your career will be activated **only after having completed your First Cycle Degree**, up to that moment, your enrollment will be “conditional” and you cannot submit your Study Plan online. The ultimate deadline to graduate is 30th December 2024.

If you obtain your bachelor's degree from the University of Bologna, the degree will be automatically received by systems, instead, if you graduate from another Italian University, you must enter into your matriculation procedure on “Studenti Online” and manually insert the final grade using the button “insert final grade”.

If you graduate after 11/21/2024, once you receive the QR Code which confirms the activation of your career, you must send an e-mail to the Student Service (segforli@unibo.it) or to the Programme Coordinator asking for Study plan paper module, which you will complete only for your first year of the master's degree. The paper form, signed and dated, must be delivered within 09/01/2025 in .pdf format.

International students who have not completed their enrolment (due to Visa delay, Permit of Stay card issuing, other) will be allowed to select and attend classes but will not be able to submit their study plan on Studenti Online.

**Please check the following notice: Avviso Competenze Linguistiche Progetto Campus a.a. 2024/25/Linguistic Skills courses of the Campus Project notice a.y. 2024/2025

In the “Group of elective courses (TAF-D)” second year. You can choose between:

1. A course amongst those offered in your Master’s degree on Studenti Online;
2. Any other TAF D course offered by the University of Bologna, provided that it is consistent with the learning path (in Scientific sector (SSD) included in the didactic regulation of your Master’s degree, see TAB 1, pag.6) that is not possible for you to select autonomously on “Studenti Online”.

Please note: if you select a **course offered by a Degree program with restricted access**, you should previously obtain an authorization (*nulla osta*) by the Board of the Degree program offering that course by contacting the relevant Programme Coordinator. A tax stamp is not necessary. Once you have received the *nulla osta*, submit the study plan to the **Students Administration Office***

3. Any other TAF D course offered by the University of Bologna, that it is not consistent with the learning path with Scientific sector (SSD) included in the didactic regulation (see TAB 1, pag.6). Your choice must be approved by the Board of the Degree Program; it is requested to deliver a motivation letter, dated and signed, to the Programme Coordinator, 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

***Deliver** to the **Students Administration Office (or send by email)** the printed study plan - as modified according to the above instructions - and the motivation letter. It must be delivered by the deadline for the submission of the study plan.

**** Deliver to the Programme Coordinator** (which will submit your request to the Board of the Degree Programme or to the Course Coordinator) the study plan modified in .pdf format with the date and your sign, the motivation letter (dated and signed) and, if necessary, the authorization (*nulla osta*) within the deadline for the submission of the study plan.

Insert into the email object: LM IPE matricola (ID number) xxxxxx – Study Plan Change.

INTERNATIONAL ECONOMICS (art. 6-bis del Regolamento del Corso di Studio)

IPE teaching regulations foresee the following, “**Art. 6-bis** Different paths as a result of the assessment of personal competences and skills. After the assessment of personal competences and skills, students will be notified whether their study plan must include the course International Economics instead of another elective course in the group of choice of the Economics area. This choice is aimed at tailoring the students’ study plan to their specific knowledge of International Economics. Students who are not notified to include International Economics amongst the elective courses in the group of choice of the Economics area can only include such teaching activity as additional activity, whose credits exceed the number required for graduation”

Students who have completed their matriculation will receive the outcome of the assessment, that established whether the student MUST include the International Economics exam in its study plan (YES), or whether the student is NOT ALLOWED to include the International Economics exam in the Study Plan.

Students can ask for a re-examination of their personal evaluation, on the basis of justified reasons, by sending an email to the Programme Coordinator.

Email Object: LM IPE matricola (ID number) xxxxxx – INTERNATIONAL ECONOMICS

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

Yes, the study plan has to be submitted according to the scheduled period and procedures, even if you plan to spend a study period abroad.

After the mobility period, only if you want to change some activity already chosen, you must:

- **Print** the .pdf format of the Study Plan on SOL
- **Cross** the course you want to eliminate/substitute
- **Add** the course passed and approved during your mobility (ex. Credits in SSD SPS/14 – Overseas)
- **Send** the .pdf format, with the date and your sign, in order to be subjected to the “**consistency checks**” with the Study Plan and for the possible approval by the Program Coordinator.

The Student Service will update your academic career only if the activities carried out abroad are consistent with the UNIBO courses indicated on the Study Plan submitted on SOL or with the Study Plan submitted after your mobility.

ERASMUS+ MOBILITY FOR TRAINEESHIP

Starting from the academic year 2024/2025, upon student request, Erasmus+ Mobility for Traineeship can be:

- Added to the Study Plan to cover the Group 4: Group of elective courses (TAF D), 8 CFU, substituting a course from the second year

And/or

- Added to the Study Plan to cover the internship provided in the “group of various activities” (TAF F)- 8 CFU in the second year.

The possibility to have both activities recognised is binding on the actual amount of hours carried out and certified during the l’Erasmus+ mobility for Traineeship experience, which should not be lower than 200 hours (equivalent to 8CFU activities). **The maximum number of recognised CFU for the Erasmus + mobility for Traineeship cannot exceed 16 CFU.**

Submission procedure:

Choose INTERNSHIP in the “*Group of various activities*” (TAF-F), while in the section pertaining to “*Group of elective courses*” (TAF-D) choose the activity that you would follow if you were not participating to the programme.

The Student service, after having received the final ranking, automatically add **ERASMUS+ MOBILITY FOR TRAINEESHIP** in TAF F and/or in TAF D.

Email Object: LM IPE matricola xxxxxx – Study Plan Change on SOL

During the application process for the graduation, it is possibile to substitute an elective exam not taken (TAF D) with **ERASMUS+ MOBILITY FOR INTERNSHIP** only if added in TAF D, by sending an e-mail to segforli@unibo.it

Extra CREDITS (CREDITS 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 Administration Office 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).

TAKING AN EXAM at *Johns Hopkins University SAIS Europe*

Add in the “*Group of elective courses*” (TAF-D) the exam that you would follow if you were not participating to the programme.

Once the activity is finished, the student should send an email to the Programme Coordinator in order to activate the recognition process, indicating which exam took at J. Hopkins University substitutes the activity included in the Study Plan.

In the case in which the recognition involves bringing forward an exam from the second year, it is necessary to deliver a 16,00€ tax stamp (“*marca da bollo*”) which will be affixed on the recognition request, after the Course Coordinator approval.

4. **Individual Study Plan (with 16,00 € tax stamp “*marca da bollo*”)**

As detailed in the IPE teaching Regulations: “**Art. 2 Individual study plans.** Students may pick courses from those available in the course structure diagram, according to the terms published in the University website. Individual study plans may be presented according to the terms indicated annually in the University website.

The Degree Programme Board evaluates the consistency of individual study plans with the degree teaching regulations and the learning outcomes of the programme. It also checks that the number of exams, course units and credits meet the requirements of the official course structure diagram.”

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 decision on the approval of the individual study plan belongs to the Board of the Degree Program.

The Individual Study Plan is allowed only in particular cases, therefore, in case you have any doubts, before submitting the request, we suggest you to contact the academic tutor and/or the Programme Coordinator.

4.1 Guidelines for the Individual Study Plan submission:

For the Individual Study Plan it is not possible to submit autonomously the the request on Studenti Online, therefore, you would follow these guidelines before the deadlines for the study plan submission:

- **Fill in** the study plan on [Studenti Online](#) by choosing the activity or the activities that you would follow if you were not approved your Individual Study Plan request.
- **Print** your Study Plan from [Studenti Online](#);
- **Manually modify** the Plan by crossing out the activity or the activities that you do not intend to follow and adding, instead, the new courses chosen;
 - **Please note:** In order to choose a **course offered by a Degree program with restricted access**, you should previously obtain an authorization by the Board of the Degree program offering that course. You should:

1. ask for a written authorization to take that course (*nulla osta*) by the Board of the Degree program offering it.

- Write a motivational letter, dated and signed, addressed to the attention of the Coordinator of the Degree Program, in which you explain the reasons behind your request;
- Affix a **€ 16,00** tax stamp (“marca da bollo”) on the study plan manually modified;
- Anticipate your request to the Programme coordinator didatticaforli.lmipe@unibo.it by sending the Individual Study Plan manually modified together with the motivational letter (and the “nulla osta”, if necessary);
- **Deliver (in the mailbox) or send the original document with the € 16,00 tax stamp to the Students Administration Office.** The academic career would be updated after the reception of the original documentation with the tax stamp. You would be able to verify the update version of the Study Plan on Studenti Online or through AlmaEsmi or by sending an email to the Students Administration Office.



4.2. Activities in the “Group of choice (TAF- C)” and “Groups of elective courses”

In the second year, in the “Group of Choice TAF-C” you must choose an activity among those listed. **Nevertheless, if you want to choose an activity which is not included in the list, you must submit an individual study plan, by following the instructions detailed in 4.1, with 16,00€ tax stamp and motivational letter, dated and signed, addressed to the Coordinator of the Degree Programme, that must be send to the Programme Coordinator.**

TABELLA 1 Scientific sector (SSD) included in the Didactic Regulation

SECS-P/01 Economics
SECS-P/02 Economic Policy
SECS-P/03 Public Economics
SECS-P/04 History of economic thought
SECS-P/05 Econometrics
SECS-P/06 Applied Economics
SECS-P/07 Business administration and Management
SECS-P/08 Management
SECS-P/11 Financial Markets and Institutions
SECS-S/03 Economic statistics
SECS-S/04 Demography
SECS-S/05 Social statistics
SPS/01 Political philosophy
SPS/04 Political science
IUS/07 Labour law
IUS/13 International law

You will always be able to print/check your completed Study Plan on Studenti Online in the section “**Vedi Dettaglio**” and obtain all the information about **TAF B/C/D/F and the Scientific Sector (SSD) for the activities included in the various Groups.** 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 »

References to **TAF B/C/D/F** are present also on the modified Study Plan sent to the Student Administration Office or to the Programme Coordinator in .pdf format.

IMPORTANT REMINDINGS

YOU ARE NOT ALLOWED to submit a study plan to modify any previously chosen course **BEFORE/AFTER THE 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 2023/24 and you submit the study plan in 2024/25, you will be enrolled for the whole 2024-25 and you could graduate from July 2025.

Contacts

SEGRETERIA STUDENTI/STUDENTS ADMINISTRATION OFFICE of the FORLI' CAMPUS

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<https://www.unibo.it/en/campus-forli/campus-services/student-administration-office-1>

PROGRAMME COORDINATOR

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