



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO  
DI SCIENZE POLITICHE  
E SOCIALI

## LM in International Politics and Economics cod.5702 and 6763

LM-62 – POLITICAL SCIENCE / LM-56 - ECONOMICS

### INSTRUCTIONS AND DEADLINES for **STUDY PLAN SUBMISSION** and for the **THE DEGREE CLASS CHANGE** **Academic Year 2025/26**

#### Submission deadlines for the Study Plan on “Student Online” (SOL) \*or the Individual Study Plan and for the Degree Class Change

1. First period: **September 23<sup>rd</sup>, 2025 – November 20<sup>th</sup>, 2025**
2. Second period: **February 12<sup>th</sup>, 2026 - March 6<sup>th</sup>, 2026**
3. Third period: **May 14<sup>th</sup>, 2026 – May 29<sup>th</sup>, 2026**

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

At the matriculation process, the student selects which degree classes, LM-62 (Political Science) or LM-56 (Economics) they 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 period of presentation of the Study Plan Online of the 2° year “in corso”** by contacting the Students Administrative Office of Forlì Campus through [VIRTUAL HELPDESK](#) and indicating the new Degree class, [LM-62 \(political science\)](#) or [LM-56 \(Economics\)](#).

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

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

#### Study Plan

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

Each course is characterized by several 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 interests 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 adjust in line with your new inclinations. Having the possibility to reconsider our own choices is a natural part of academic experience.

In order to be able to fill it out, you must comply with the university tuition fees.



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*\*Please note for those who still have to obtain their First Cycle Degree: you 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 31st December 2025.*

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 20/11/2025, once you receive the QR Code which confirms the activation of your career, you must send an e-mail to the Students' Office or to [didatticaforli.lmipe@unibo.it](mailto:didatticaforli.lmipe@unibo.it) asking for Study Plan paper form, which you will complete only for your first year of the master's degree. The paper form, signed and dated, must be delivered by 09/01/2026 in .pdf format.

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

**TAF D courses of the second year:**

1. A course amongst those offered in your Master's degree on Studenti Online, you can select it autonomously;
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) that is not possible for you to select autonomously on “Studenti Online”. There is no need to ask for approval, and you can directly send the request to the Students' Administrative Office\*. The tax stamp is not necessary.

*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 Program Coordinator;

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). Your choice must undergo the approval process by the Board of the Degree Program; it is requested to deliver a motivation letter addressed to the attention of the Degree Program Director, prof. Lorenzo Zambenardi, dated and signed, to [didatticaforli.lmipe@unibo.it](mailto:didatticaforli.lmipe@unibo.it) \*\*, while a tax stamp is not necessary

**Submission procedure:**

**Log in** to the Study Plan through Studenti Online

**Add** to the “Group of Elective Courses” in the second year the course you would take in case your request is not approved (“mock exam”)

**Fill in** the Study Plan

**Save** it and **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 – Course code – Course name – SSD – CFU



**\*Send** by email to the **Student Administration Office** in a single attachment the modified Study Plan in .pdf format with the date and your signature and the authorization (*nulla osta*) within the deadline for the presentation of the Study Plan.

**\*\*Send** by email to the **Program Coordinator**, [didatticaforli.imipe@unibo.it](mailto:didatticaforli.imipe@unibo.it) (who will submit your request to the Board of the Degree Program or to the Course Coordinator if delegated) in a single attachment the modified Study Plan in .pdf format, with the date and your signature, motivation letter addressed to the attention of the Degree Program Director, prof. Lorenzo Zambenardi, dated and signed, and, if necessary, the authorization (*nulla osta*) within the deadline for the submission of the Study Plan.

**Insert the email object: LM IPE matricola (ID number) xxxxxx – Study Plan change on SOL**

**Internship I in TAF-D** (for those who want to add it to the internship in TAF-F)

1. Internship I in TAF-D in replacement of a course or as extra credits: select it autonomously on *Studenti Online* during the opening period of the Online Study Plan. To insert in the Study Plan the Internship I in TAF-D outside the period of presentation of the Online Study Plan, please use the form Internship Application Form available at this page:  
<https://corsi.unibo.it/2cycle/InternationalPoliticsEconomics/curricular-internship>.

You must send the filled form in .pdf format, with your signature and the date, to the Student Administration Office. Please contact: [VIRTUAL HELPDESK](#)

For those who want to activate additional internship activities, it will be the Internship Committee along with the Coordinator to assess the feasibility, how to activate it and how to include it in the Study Plan.

**\*\*\*TABLE 1 Scientific sector (SSD) included in the Didactic Regulation**

M-GGR/02 Economic and political geography  
SECS-P/01 Economics  
SECS-P/02 Economic policy  
SECS-P/03 Public economic  
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/10 Organization studies  
SECS-P/11 Financial Markets and Institutions  
SECS-P/12 Economic history  
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/10 Administrative law  
IUS/13 International law  
IUS/14 European Union law



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**TAF-F:** courses of “**Group 3: Group of various activities (TAF-F)** of the second year. You can choose between:

- **90236 INTERNSHIP**
- **90237 LABORATORY OF INTERNATIONAL BUSINESS STRATEGY**

The internship can be activated at any time of the academic year.

If you want to insert an internship in your Study Plan outside of the presentation period of the Online Study Plan, you must use the form Internship Application Form available at this page:

<https://corsi.unibo.it/2cycle/InternationalPoliticsEconomics/curricular-internship>

You must send the filled form in .pdf format, with your signature and the date, to the Student Administration Office: [VIRTUAL HELPDESK](#)

In the case you want to anticipate it in the first year, see section: [Anticipated exams](#).

#### STUDY PERIOD ABROAD

Students that are doing or will do a **STUDY PERIOD ABROAD** (Erasmus+, Overseas, ...) **they must present anyway the Study Plan.**

The Study Plan must be presented on SOL with the modalities and within the expected deadlines, regardless of whether you are taking advantage of or are planning a period of mobility abroad.

At your return, if the activities inserted in the Study Plan on SOL are different from those activities that you have previously indicated in the recognition of the credits done in Overseas/Erasmus, you must:

- **Print** the Study Plan, which you can find in .pdf on SOL
- **Cross** the course you want to eliminate/substitute
- **Add** the course passed and approved during your mobility (ex. Credits in SSD SPS/04 – Overseas)
- **Send** the .pdf format with the date and your signature, so that it can be subjected to the “**consistency check**” with the Study Plan and for the possible approval by sending an email to [campusforli.uri@unibo.it](mailto:campusforli.uri@unibo.it) .

The Student Administration Office will update your carrier 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. [VIRTUAL HELPDESK](#)

#### ERASMUS+ MOBILITY FOR TRAINEESHIP

Starting from the academic year 2024/2025, upon student request, Erasmus+ 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 in the “*group of various activities*” (TAF-F), 8 CFU in the second year.

The possibility to have both activities recognized depends on the actual amount of hours carried out and certified during the 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 in the program.

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

During the application process for the graduation, it is possible to choose to replace an elective exam not taken (**TAF D**) with **ERASMUS+ MOBILITY FOR INTERNSHIP** only if added in TAF D contacting the Student Administration Office of Forlì campus [VIRTUAL HELPDESK](#)

#### INTERNSHIP MAECI-MUR- CRUI I AND INTERNSHIP MAECI-MUR-CRUI II

Upon request of the student to the Student Administration Office of Forlì Campus [VIRTUAL HELPDESK](#), the internship MAECI-MUR-CRUI (divided in two activities of 8 CFU each, denominated MAECI-MUR-CRUI I and MAECI-MUR-CRUI II) can be:

- inserted, in the Study Plan, to cover the INTERNSHIP in “*Group of various activities*” (TAF-F) of 8 CFU of the second year
- inserted in the Study Plan to cover “*Group of elective courses*” (TAF D) of 8 CFU to replace a course of the second year.
- If the groups are already covered, the activity will be totally or partially recognized as extra credits.

The Student Administration Office, having received the final ranking, will automatically update the Study Plan and the carrier of the students.

#### Extra CREDITS (Credits above the threshold required to obtain the Degree)

Starting from the academic year 20255/2026 there is a **maximum threshold** for the extra CFU that you can choose in **TAF D, which is equal to 48 CFU.**

If, among the “*Group of elective courses (TAF-D)*”, you choose one or more extra courses and you do not take the exam, during the application for the graduation you must contact the Student Administration Office of Forlì campus to cancel them. Otherwise, those courses will be automatically canceled by the Student Administration Office after “*Deadline 2 – Requirements check*”. For more information, see: <https://corsi.unibo.it/2cycle/InternationalPoliticsEconomics/final-examination>

**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).** [VIRTUAL HELPDESK](#)



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TAKING AN EXAM at *Johns Hopkins University SAIS Europe* or participating in the **DOUBLE DEGREE**

**See:** [Double Degree with Johns Hopkins University SAIS and single courses agreement](#)

**Single exam:**

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

**Once the activity is finished**, the student should send an email to the Program Coordinator ([didatticaforli.lmipe@unibo.it](mailto:didatticaforli.lmipe@unibo.it)) to activate the recognition process, indicating which exam took at Johns Hopkins University substitutes the activity included in the Study Plan.

In case the recognition involves anticipating an exam, from the second year to the first year, it is necessary to follow the instructions below.

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

As detailed in the IPE teaching Regulations: “**Art. 2 Individual Study Plans**”. There is the possibility to present an Individual Study Plan within the modality, criteria, and terms indicated on the University Website. Individual Study Plans, approved by the Board of the degree program, cannot in any case ignore compliance with the legal system and guidelines defined by the competent bodies. If in the Study Plan you chose activities from courses with restricted access, you need also the approval of the Board of the Degree Program (*Consiglio di Corso di studio*) of the course with restricted access, based on criteria previously identified by the latter”.

The Individual Study Plan is allowed only in some cases, therefore, in case you have any doubts, before submitting the request, we suggest you contact the Academic Tutor and/or the Program Coordinator ([didatticaforli.lmipe@unibo.it](mailto:didatticaforli.lmipe@unibo.it)).

### Guidelines for the Individual Study Plan submission:

For the Individual Study Plan, it is not possible to submit autonomously the request on SOL (*Studenti Online*), therefore, you will have to follow the instructions below within the deadline for the presentation of the Study Plan:

- **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 on [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;
  - o Please note: to choose a course offered by a Second Cycle Degree program with **restricted access**, you should previously obtain a written authorization to take that course (*the “nulla osta”*) by contacting the Program Coordinator offering the course that you have chosen:



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- Write a **motivation letter** addressed to the attention of the Degree Program Director LM IPE prof. Lorenzo Zambernardi, dated and signed, 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](mailto:didatticaforli.lmipe@unibo.it) by sending by email the 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 in Piazzale Solieri, 1 - 47121 Forlì (FC) [VIRTUAL HELPDESK](#). Your career can be updated only after the reception of the original documentation with the tax stamp. The change made by the Student Administration Office can be verified on Libretto Online or Alma Esami.

The approval of your Individual Study Plan is the competence of the Board of the Degree Program or the Coordinator if delegated by the first. The Board, or the Coordinator if delegated, evaluate the motivation and the Study Plan based on the congruence with your degree program and with the teaching objectives of your course; they also verify the number of courses and CFU, and it can approve or reject the request.

#### [Anticipating a course or internship to the first year:](#)

##### FIRST YEAR students:

**Anticipating a course** falls within the scope of Individual Study Plans for which it is necessary to obtain authorization from the Course Coordinator if delegated by the Board.

**Anticipating the Internship in TAF – F or in TAF – D in the first year** falls within the scope of Individual Study Plan for which it is necessary to obtain authorization from the Course Coordinator.

##### Procedure:

- Download and fill in the “Internship application form” available at this page <https://corsi.unibo.it/2cycle/InternationalPoliticsEconomics/curricular-internship>
- Put a 16 euro tax stamp to the Internship Application Form
- Write and attached to the form a motivation letter addressed to the attention of the Degree Program Director, Prof. Lorenzo Zambernardi
- Send it by email in a single .pdf file, with the object: “*request to anticipate internship to the first year*” to [didatticaforli.lmipe@unibo.it](mailto:didatticaforli.lmipe@unibo.it).
- Send or leave the original document with the tax stamp in a sealed envelope in the mailbox of the Student Administration Office in Piazzale Solieri, 1 - 47121 Forlì (FC) [VIRTUAL HELPDESK](#)

##### SECOND YEAR students:

A course, originally scheduled for the first year, can be changed/moved from one Group to the second year only if the Course Structure Diagram allows for it. Simply deselect the course and reschedule it for the second year in the new Group. Ignore the alert if you have already taken it. The date and grade will “follow” the course in the new placement. In this case, it is not necessary to contact the Student Administration Office: [VIRTUAL HELPDESK](#)

If you have anticipated a course to the first year through an Individual Study Plan, when completing the Online Study Plan, you will need to enter an exam that you would have taken in case you request was not approved (“mock exam”) in the corresponding Group (TAF-B or TAF-C or TAF-D) of the second year of the



course anticipated to the first year in order to close and save the Plan. This will temporarily be a Study Plan with more than the 120 required credits.

Print the file, cross out “the mock exam” and send the modified .pdf form, dated and signed, to the Student Administrative Office of the Forlì Campus by the deadline for submitting the Study Plan, putting in the Subject: LM IPE matriculation number xxxxxx – modification of Study Plan on SOL.

The change made by the Student Administration Office can be verified on Libretto Online or AlmaEsami.

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

In the second year, in the group of choices with **TAF-C**, you must choose a course from the list. If you want to choose a course which is not listed in the group, you have to present an Individual Study Plan following the instruction, with a 16,00€ tax stamp (*marca da bollo*) and a motivation letter, dated and signed, addressed to the Degree Program Coordinator prof. Lorenzo Zambernardi; you have to send it to [didatticaforli.lmipe@unibo.it](mailto:didatticaforli.lmipe@unibo.it)

### Useful informations

You can always **print/see** your filled online in [See Detail](#) and obtain all the information about **TAF B/C/D/F. And the scientific sector (SSD) for the activities included in the various Group of choice** offered by the Degree Program. Example:

Status	Id	Type	Description	Close date
Request accepted	3233424	On-line study plans	Submission Of Study Plan	15/05/2024 <a href="#">See detail</a>
Request accepted	3145452	On-line study plans	Submission Of Study Plan	23/02/2024 <a href="#">See detail</a>

  

Status	Id	Type	Description	Close date
Request accepted	3233424	On-line study plans	Submission Of Study Plan	15/05/2024 <a href="#">See detail</a>
Request accepted	3145452	On-line study plans	Submission Of Study Plan	23/02/2024 <a href="#">See detail</a>

References to **TAF B/C/D/F** are present also on the modified Study Plan sent in .pdf format to the Student Administration Office [VIRTUAL HELPDESK](#) or to the Program Coordinator.

### PLEASE NOTE:

**IT’S NOT ACCEPTED** the presentation of the Study Plan for the modification of the courses chosen **OUTSIDE THE SUBMISSION DEADLINES** for the presentation of the Study Plan on Studenti Oline.

Students who carry out a period of study abroad (Erasmus +, Overseas, ...) **are exempted** from the above-mentioned deadlines and they can update their Study Plan on their return.

**PLEASE NOTE-** in particularly, for those **students enrolled in the second year of the degree:**

The Study Plan presentation for an academic year implies enrollment for the whole year.



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*(for example: if you are enrolled in the second year in a Second Cycle Degree Program for the academic year 2024/25, if you present the Study Plan for the academic year 2025/26, you will have to enroll for the whole academic year as “fuori corso” (student who takes longer than normal to complete their university course ) and you graduate starting from July 2026.*

In case of problems during the management of the Study Plan, you must contact the Student Administration Office.

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### CONTACTS

#### **STUDENT ADMINISTRATION OFFICE of FORLI' CAMPUS**

Piazzale Solieri 1, 47121 Forlì

**e-mail** [segforli@unibo.it](mailto:segforli@unibo.it)

<https://sportelli.unibo.it>

Office hours: Monday 9:00 - 12:00 Tuesday 14:00 - 15:30; Wednesday 9:00 - 12:00; Thursday 14:00 - 15:30; Friday 9:00 - 12:00

#### **PROGRAMME COORDINATOR**

Daniela Farinelli

via Giacomo Della Torre 1, 47121 Forlì

**e-mail** [didatticaforli.lmipe@unibo.it](mailto:didatticaforli.lmipe@unibo.it)