

LM SID - PROCEDURES AND DEADLINES FOR SUBMITTING STUDY PLANS

A.Y. 2025/26

1) Deadlines for submitting the study plan

If your enrolment is under condition, your academic career will be activated **only after you obtain your degree**, and until then, you will not be able to submit your study plan online.

If you graduate from the University of Bologna, the degree will be automatically registered in the system. If you graduate from another university, you need to log in to Studenti Online, access your enrollment application, and enter your graduation grade using the "**insert graduation grade**" button.

1° period: September 23, 2025 – November 20, 2025*

2° period: February 12, 2026 - March 6, 2026 (you can make changes to the submitted study plan under the same conditions as the 1st period)

3° periodo: May 14, 2026 – May 29, 2026 (you can make changes to the submitted study plan under the same conditions as the 1st and 2nd periods).

*Students graduating after November 20, 2025, once they have obtained the QR Code confirming the activation of their academic career, must request by email the form for submitting the study plan from the Student Administration Office or Programme Coordinator. This form should only be completed for the first year of enrolment and sent back dated and signed by January 9, 2026, in PDF format.

2) What is an individual study plan and why should you submit it?

An individual study plan allows you to modify the standard curriculum of your course of study, as long as the requested changes comply with the University's Academic Regulations.

It is possible to submit individual study plans (e.g. es. anticipo esami dal 2° anno o inserimento di attività formative in TAF B e C non previste dal piano didattico) and switch between available curricula within the deadlines set annually by the Course Council and announced on the University Portal.

The study plan completed on SOL and manually modified must be emailed to the Programme Coordinator in a single attachment, including a €16.00 duty stamp, a signed and dated motivation letter addressed to the Degree Programme Director, and any necessary authorization for attending language courses offered by restricted access programmes.

The original document must be sent or placed in a sealed envelope in the Student Administration Office's mailbox. The academic career can only be updated after receiving the original documents and the duty stamp.

Approval of the individual study plan is the responsibility of the Board of the Degree Programme.

The Student Administration Office will notify you by email the updating of your academic career which can be verified it on your **Online Record**.

3) When to affix a duty stamp on the study plan form?

Only if you submit an INDIVIDUAL Study Plan.

4) I will study abroad (Erasmus, Overseas, etc.); do I need to submit the study plan?

The study plan must be submitted on SOL following the procedures and deadlines set for your course of study.

regardless of any mobility period abroad.

Upon your return, if the learning activities listed in the SOL study plan differ from those indicated in the credit recognition for Overseas/Erasmus, you must:

- Print the study plan in PDF format from SOL

Richiesta accettata	3236118	Piani web	Presentazione Del Piano Di Studio	17/05/2024	vedi dettaglio
Richiesta accettata	3132412	Piani web	Presentazione Del Piano Di Studio	13/02/2024	vedi dettaglio

- Cross out the course to be removed/replaced
- Add the approved course completed abroad (e.g., credits in SSD SPS/14 – Overseas)
- Send the dated and signed PDF form to campusforli.uri@unibo.it **for consistency checks** with the curriculum and possible approval by the Degree Programme Director.

The Student Administration Office will update your academic record only if the activities completed abroad match the UNIBO courses listed in the SOL study plan or the study plan submitted after the international mobility (piano di rientro).

5) “Group of choice in various areas...” and “Group of elective courses”?

In the “**Group of choice in various areas...**” you must select one or more courses from the list; otherwise, it is considered an **individual study plan** (see above).

In the “**Group of Elective courses**” (TAF D), you can choose from all the courses offered at the University, including those recommended, as long as they **align with your academic plan**.

6) Including courses from another programme in the Group of elective courses (TAF D) not available in the online study plan

The Master's Degree Board has evaluated that all courses related to the SSDs (scientific-disciplinary sector) listed in Table 1 can be used to satisfy the requirements of the *Group of elective courses*.

You can include them by completing the online study plan:

1. **Select** the "Elective Course in SECTOR XXX – XXX"
2. **Search by** course code
3. **Add** it to the study plan

Note:

Courses from restricted access programmes cannot be included in the online study plan; you must first obtain the authorization from the Board of the Degree Programme that offers the course.

Then:

1. **Request** the authorization from the Board of the Degree Programme that offers the course (refer to programme contacts, such as the Programme Coordinator)
2. **Use** the new **Virtual Helpdesks** service: “*Scrivici*” of the Student Administration Office to send the modified study plan (see below*) in PDF format with date and signature, motivation letter, and clearance by the study plan submission deadline.

Courses in SSDs listed in Table 1 are already approved and do not require further evaluation from the Degree Programme Board; therefore, no motivation letter is needed.

For courses not available in the online study plan (*especially those offered by restricted access programmes and/or in SSDs not already approved by the Board*), approval is required from the Master's Degree Board, which will assess the alignment with your academic plan.

No duty stamp is needed, but a motivation letter must be attached (*in this case, the request should be sent to the Programme Coordinator*).

Procedure for including courses from another Programme with restricted access not available in the online study plan or SSD not already approved by the Degree Programme Board:

- **Access** the study plan via Studenti Online
- **Insert** in the *Group of elective courses* the learning activity you would take if your request is not approved
- **Complete** the study plan
- **Save** the study plan
- **Print** the study plan
- **Mark** the course to be replaced by the one you intend to take, indicating: Programme code – Course code – Course name – SSD – CFU
- **Email** the **Programme Coordinator** the modified study plan in PDF format with date and signature and motivation letter by the study plan submission deadline, with the subject: *LM SID student ID xxxxxx – modification to SOL study plan*.

Table 1

NOTE: The description associated with the alphanumeric code refers to the SSD description, and courses within the same SSD may have different names.

IUS/01–Private law IUS/02–Comparative private law IUS/11–Ecclesiastical and canon law IUS/13–International law IUS/14–European Union law IUS/21–Comparative public law L-LIN/04–Language and translation -French L-LIN/07–Language and translation -Spanish L-LIN/09–9 Language and translation - Portuguese and Brazilian L-LIN/12–Language and translation -English L-LIN/14–Language and translation -German L-LIN/21–Slavic studies L-OR/09 – African languages and literatures L-OR/12–Arabic language and literature L-OR/21–Chinese and South Asian languages and literatures	SPS/13–African history and Institutions SPS/14–Asian history and institutions SECS-P/01–Economics SECS-P/02–Economic policy SECS-P/03–Public economics SECS-P/04–History of economic thought SECS-P/12–Economic history M-STO/03–History of eastern Europe M-STO/04–Contemporary history SPS/01–Political philosophy SPS/02–History of political thought SPS/03–History of political institutions SPS/04–Political science SPS/05–American history and institutions SPS/06–History of international relations SPS/07–General sociology SPS/08–Sociology of culture and communication M-DEA/01 - Demology, ethnology and anthropology SPS/09 – Economic sociology and sociology of work and organisations SPS/11 – Political sociology SPS/12 – Sociology of law, deviance and social change
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7) EXTRA CFU

Starting from A.Y. 2024/25, there is a **maximum limit of 32 CFU for extra credits in TAF D**. Students enrolled in previous academic years who have already included extra CFU beyond this limit cannot add more activities. For issues with managing your study plan, please contact the Student Administration Office, using the new **Virtual Helpdesks** service: “Scrivici”.

If you include extra courses in the *Group of Elective Courses* (TAF D) but do not take the exam, you must email the Student Administration Office, using the new **Virtual Helpdesks** service: “*Scrivici*”, to remove them when you submit your graduation application. Otherwise, these courses will be automatically removed by the Student Office after the “Deadline 2 - Possession of Requirements” (see <https://corsi.unibo.it/magistrale/ScienzeInternazionaliDiplomatiche/prova-finale>).

Passed extra exams included in the study plan contribute to the final graduation average.

8) How to Submit a Request to Switch to the New Curriculum?

Follow the procedures and deadlines indicated in the admission notice.

9) Master's Degree Course Regulations - Article 4 Study Plan Obligations for students enrolled in 2025/2026 a.Y.

- Students, who have acquired at least 10 ECTS credits in French, Spanish, German, or Russian language courses during their academic career, are required to select the most advanced level of the corresponding language courses within the Group of choices in Languages of their study plan, or alternatively, to choose a different language from the one previously studied. Students, who have acquired at least 6 ECTS credits in French, Spanish, German, or Russian language courses, are required to select an intermediate (i.e., higher-than-basic) level of the corresponding language courses within the Group of choices in Languages, or to opt for a different language from that previously studied.

- Students participating in one or more non-structured international mobility programmes must earn a minimum of 32 ECTS credits at the University of Bologna in order to graduate. Credits awarded for the final examination are excluded from this requirement. Specific cases will be assessed by the Degree Programme Board.

- Alignment courses included in the political science, history, economics, and interdisciplinary elective groups are strongly recommended for students who have not previously acquired sufficient academic preparation in the relevant disciplinary areas.

Students enrolled up to and including the 2024/25 academic year will follow the academic regulations in force at the time of their enrolment.

PLEASE NOTE: You CANNOT submit a study plan to modify selected courses OUTSIDE OF THE SPECIFIED DEADLINES. You can modify your choices by submitting the study plan in the following academic year, within the annually defined deadlines and procedures.

An **exception** is made for students who study abroad under an Erasmus, Overseas, or similar programme; they can update their study plan upon returning.

IMPORTANT: Particularly for students enrolled in their final year, submitting a study plan for an academic year requires enrolment for the entire academic year. (For example: if you are enrolled in the 2nd year of an LM course for A.Y. 2024/25, if you submit the study plan for A.Y. 2025/26, you will need to enrol for the entire academic year and can graduate starting in July 2026).

10) Changing Curriculum

6750-SCIENZE INTERNAZIONALI E DIPLOMATICHE

*If you intend to **change your curriculum**, you must submit **an individual study plan***

(request a PDF form via email from the Programme Coordinator or Student Administration Office)

1st Year Students: must submit it ONLINE.

Selection of optional exams.

2nd Year Students: must submit it ONLINE.

Selection of optional exams.



Out-of-Term Students: must submit it ONLINE.

Change selection of optional exams.

NOTE: The modification of the study plan on Studenti Online is only allowed to students enrolled **up to the 1st year out of course** (enrolled in the first year of the course in A.Y. 2023/24). Students enrolled in cohorts prior to the 2023/2024 academic year may amend their study plan by submitting the appropriate paper form.

You may always **print/display** the study plan completed online, just by clicking **Vedi Dettaglio** and have all the information about **TAF B/C/D/F and the subject area** of every learning activity of the groups of choice included in the Teaching Plan.

For Instance:

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 »

The references for **TAF B/C/D/F** are also included in the amended study plan submitted in PDF format via email to the Student Administration Office or the Degree Programme Coordinator."

NB: In the English curriculum TRANSNATIONAL CHALLENGES AND GLOBAL GOVERNANCE

only activities conducted in English can be recognized. Activities conducted in a language other than English can only be recognized within the Group of elective courses TAF D.

11) Students intending to remove a completed course from a Group of Choice that has been discontinued for the A.Y. 2025/2026 to add it to another Group of Choice (only if allowed by the curriculum):

- **Deselect** the course from the Group where it is located when you open your online study plan. A message will appear on the webpage: "You have already completed this activity; if you remove it from the study plan, the related CFU will not be considered valid for the degree."
- **Proceed** by selecting OK.
- **Insert** a **placeholder course** in the new Group of Choice.
- **Save** the study plan.
- **Print** the study plan.
- **Indicate** the placeholder course by crossing it out and writing the completed and discontinued course with

the note "already completed" next to each relevant course subject to change.

Email the modified study plan in PDF format with the date and your signature to the Student Administration Office, using the new **Virtual Helpdesks** service: "*Scrivici*", by the study plan submission deadline.

12) SECOND-YEAR STUDENTS who have taken exams early in the first year of the course.

Exams **taken early in the first year via an individual study plan** will be displayed on SOL in the following manner.

Example: Early completion of an **Internship**.

Anticipo Gruppo a libera scelta dello studente (crediti: 0-16)		
Descrizione	CFU	Ciclo
<input type="checkbox"/> 9247 - 81008 - ERASMUS+ MOBILITÀ PER TIROCINIO	10	1
<input type="checkbox"/> 9247 - 89317 - TIROCINIO MAECI-CRUI	16	1
Anticipo gruppo TAF B (crediti: 0-999)		
Descrizione	CFU	Ciclo
Insegnamento a scelta su CORSO 9247 - SCIENZE INTERNAZIONALI E DIPLOMATICHE		
Anticipo gruppo TAF C (crediti: 0-999)		
Descrizione	CFU	Ciclo
Insegnamento a scelta su CORSO 9247 - SCIENZE INTERNAZIONALI E DIPLOMATICHE		
Anticipo gruppo TAF D (crediti: 0-999)		
Selezione completa		
Descrizione	CFU	Ciclo
Insegnamento a scelta su CORSO 9247 - SCIENZE INTERNAZIONALI E DIPLOMATICHE		
<input checked="" type="checkbox"/> 9247 - 15349 - TIROCINIO ⚠	8	1

Example: Early completion of a **TAF C** course.

Anticipo Tirocini (crediti: 0-16)		
Descrizione	CFU	Ciclo
<input type="checkbox"/> 6058 - 81008 - ERASMUS+ MOBILITÀ PER TIROCINIO	10	1
<input type="checkbox"/> 6058 - 89359 - TIROCINIO MAECI-CRUI (1)	8	1
<input type="checkbox"/> 6058 - 89360 - TIROCINIO MAECI-CRUI (2)	8	1
Anticipo gruppo TAF B (crediti: 0-8)		
Descrizione	CFU	Ciclo
Insegnamento a scelta su CORSO 6058 - SCIENZE INTERNAZIONALI E DIPLOMATICHE		
Anticipo gruppo TAF C (crediti: 0-16)		
Selezione completa		
Descrizione	CFU	Ciclo
Insegnamento a scelta su CORSO 6058 - SCIENZE INTERNAZIONALI E DIPLOMATICHE		
<input checked="" type="checkbox"/> 6058 - B4173 - MIGRATION, BORDERS AND IDENTITIES IN GLOBAL SOCIETIES	8	2

A course taken early in the 1st year may be reassigned to a different elective group in the 2nd year **only if this is explicitly allowed by the study plan**. In such cases, it is sufficient to deselect the course from the first year and reallocate it to the appropriate group in the 2nd year. If the course has already been completed, please disregard the system alert: the exam date and grade will be automatically carried over to the new allocation. For this specific case, it is not necessary to contact the Student Administration Office via email.

In all other cases, when completing the study plan online, you will need to insert a "**placeholder course**" in the corresponding Group (B/C/D) of the 2nd year, in place of the course brought forward to the first year, in order to save and submit the plan. This will result in a temporary study plan exceeding the standard 120 ECTS credits.

Print the study plan, cross out the placeholder course by hand, and submit the modified PDF form (signed and dated) using the new **Virtual Helpdesks** service: "*Scrivici*", of the Student Administration Office, within the deadline for study plan submission.

The modification made by the Student Administration Office can later be verified via Libretto Online or

13) MAECI-CRUI Internships (1) and MAECI-CRUI Internships (2)

The Student Office will automatically update the study plan and academic record of the selected students, inserting the activity into the student's Group of elective courses TAF D (see teaching plan).

When applying for graduation, students can choose to replace an elective course (**TAF D**) not passed with **MAECI-CRUI Internship (1)** by sending an email to the Student Administration Office, using the new **Virtual Helpdesks** service: "Scrivici". Otherwise, both internships will be considered extra credits.

14) ERASMUS+ Mobility for Internship

The Student Office will automatically update the study plan and academic record of the selected students, inserting the activity into the student's Group of elective courses TAF D (see teaching plan).

When applying for graduation, students can choose to replace an uncompleted elective course (**TAF D**) with **ERASMUS+ Mobility for Internship** by sending an email to the Student Administration Office, using the new **Virtual Helpdesks** service: "Scrivici". Otherwise, the activity will be considered extra credits.

15) Students selected to take an exam at J. Hopkins University–Bologna Center

Insert in the student's *Group of elective courses* TAF D the learning activity you would take if you did not participate in the project.

Once the educational activity is completed, the student should contact the Programme Coordinator via email to initiate the recognition request, indicating which course taken at J. Hopkins University will replace the course in their study plan.

If the recognition involves the anticipation of a learning activity from the 2nd year, a €16 duty stamp must be submitted to the Programme Coordinator as this would be the case of an individual study plan.

CONTACTS

Student Administration Office of Forlì Campus

Piazzale Solieri 1, 47121 Forlì

Enter Virtual Helpdesk <https://sportelli.unibo.it/> or use the service "Scrivici"

Timetable: Mondays 9-12 with appointment; Tuesdays 14:00 - 15:30; Wednesday 9:00 - 12:00; Thursday 14:00 - 15:30 with appointment; Friday 9:00 - 12:00

Programme Coordinator:

Elisa Landi

Via Giacomo della Torre, 1 – 47121 Forlì

tel 0543 374149 (during the office hour) - **e-mail** didatticaforli.lmsid@unibo.it
