

IMPORTANT INFORMATION FOR THE COMPILATION OF THE STUDY PLAN

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1. When can I fill out the study plan

Adding educational activities in your study plan can be done only in the time frames in which the compilation of the study plan is open, as indicated on the course of study website under the corresponding section.

After the first year, you can modify the study plan of previous years. Only educational activities included in the study plan can be taken and verbalized.

In case you do not fill in the study plan, your university career will be blocked and you will not be able to take the exams scheduled.

2. Gruppo TAF D – optional educational activities

It is the only group in which you can choose a course from any degree program of the University of Bologna.

Students may choose courses belonging to either Bachelor's degree courses or Master's degree courses.

Before entering an optional additional course that does not belong to the recommended list of *Language, Society and Communication*, the following directions should be followed:

2.1 Educational activity from a course belonging to LILEC

If the educational activity belongs to the Department of Modern Languages, Literatures and Cultures (LILEC), that discipline can be chosen even if it is a restricted access course of study, by selecting "*Insegnamento a scelta su CORSO 0979 – LINGUE E LETTERATURE STRANIERE*" or "*Insegnamento a scelta su CORSO 9264 – LINGUE, MERCATI E CULTURE DELL'ASIA E DELL'AFRICA MEDITERRANEA.*"

2.2 Educational activity from open-access courses belonging to other departments

It is possible to choose teachings from any open-access Bachelor's or Master's degree courses belonging to other Departments by carrying out a search in "*Insegnamento a scelta su ATENEO 010 - UNIVERSITA' DI BOLOGNA*", with preference to those relevant to your curricular path.

If the teaching is not found in the search, it is possible that the course of study of the educational activity is a restricted access one (ex: DAMS, Communication Sciences). In that case, go to section "3.3. Educational activity from restricted access courses of study belonging to other departments."

You can check if it is an open access or restricted access course of study by checking the wording at the bottom of the Home Page of the course website.

In order to include the educational activity in your study plan in the group of optional disciplines, you have to search in the "*Insegnamenti a scelta su ATENEO 010 - UNIVERSITA' DI BOLOGNA*" for the code corresponding to the name of the educational.

2.3 Educational activities from restricted access courses of study belonging to other departments

It is possible to include in the optional activity groups of the curricula teachings provided by restricted access Courses of Study. In order to do so, the procedure is as follows:

1. contact the professor/teacher in charge of the teaching and obtain permission to take the course and take the exam,
2. when filling in the syllabus, enter any educational activity corresponding to the minimum credits required by TAF D optional choice,
3. contact the Student Administration Office by e-mail (segscform@unibo.it), putting the Didactic Office (infodidattica@unibo.it) in cc.

3. Extracurricular training activities

You can enter extracurricular educational activities in the TAF D group of optional disciplines. The maximum number of credits that can be included in TAF D is indicated in your course curriculum.

3.1 Remove extracurricular learning activities from the average calculation

You can remove extracurricular recorded educational activities from the calculation of the average only during the time frames for filling the study plan and only after having enrolled to the academic year for which the change is made.

In this case, the procedure to be followed is as follows:

1. Uncheck the tick next to the description of the educational activity on the study plan compilation page;
2. the system will automatically notify you with the following message " Hai già sostenuto questa attività, rimuovendola dal piano di studio i relativi CFU non saranno considerati per il conseguimento della laurea ".
3. You can ignore this message by clicking "OK," as the training activity will remain forever within your study career, but outside the study plan and, consequently, out of the calculation of the average.

As for the extracurricular training activities that have not been recorded, you can independently proceed to remove them from the study plan in the time frames for filling out the the study plan.

Whereas, if the study plan is already closed, you can request the elimination of nonrecorded extracurricular credits to the Student Administration Office at segscform@unibo.it when you apply for graduation. Otherwise, even in the absence of a request all unrecorded extracurricular exams will be removed following the requirements checks once you submit your graduation application.

4. Shifting educational activities from one group to another

You can shift the educational activities from one group to another after checking the "Delibera di massima per la variazione dei piani di studio" under the Attachments section of the web page dedicated to the filling of the study plan.

You can manually shift the educational activities placed in the group other than the one you want (even in the case where the move results from a system error) by going to remove the flag from them even if they have already been recorded (it should be noted that removing the flag at this stage does not result in the deletion of the teaching from the Study Plan); once this is done, the system will show the following alert message:

" Hai già sostenuto questa attività, rimuovendola dal piano di studio i relativi CFU non saranno considerati per il conseguimento della laurea."

You can ignore this message by clicking "OK" and reinsert the educational activities whose flag has been removed into the correct group. Following this operation you will be able to proceed regularly with the filling of the study plan.

It is important to keep in mind, especially if you are enrolled to the last year of the course of study, that filling in or changing the study plan requires enrollment in the academic year in which the change is made, payment of fees for that academic year, and that the earliest graduation date will be during the summer session.