



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
AREA FORMAZIONE E DOTTORATO

**INSTRUCTIONS FOR COMPLETING THE PAPER FORM ACTIVITIES FOR FREE-CHOICE ACTIVITIES
(Useful for activities not selectable through the Online Portal procedure)**

- Fill in all the required fields and data.
- In the first table, under the heading "Requests to include in the study plan of the following elective learning activities (letter D) and/or in supernumerary, **enter all the lessons that you wish to include/maintain for the elective learning activities (e.g. lessons already included through Studenti Online, lessons/CFU recognised from previous careers, lessons from other Departments).**
- In the second table, under the heading "Requests to remove of the following elective activities from the study plan (letter D)", **enter all the exams already included in the study plan on Studenti Online that you wish to remove.**
- Before adding courses activated by Courses Of Study (CdS) from other Departments and **with restricted entrance**, it is necessary to request authorisation from the Student Office or the relevant Didactic Manager; to check if a given CdS has restricted entrance, visit the course website in the "Enrolment" section.
- The CdS code is a four-digit numerical code that identifies the study course that provides the teaching (e.g. the code for the Politics, Administration and Organization degree is 9085)

- The course code is a five-digit code that identifies the educational activity and appears before the name of the course.
- It is compulsory to indicate the total number of CFUs that you are requesting to be included in the group of activities of your choice;
- The duly completed and signed form must be sent by e-mail to:
didatticasociale.pao@unibo.it