

## **LM SID - PROCEDURES AND DEADLINES FOR SUBMITTING STUDY PLANS A.Y. 2024/25**

### **1. Deadlines for submitting the study plan**

If your enrollment 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.

- **1st period:** September 16, 2024 – November 21, 2024\*
- **2nd period:** February 12, 2025 - March 7, 2025 (you can make changes to the submitted study plan under the same conditions as the 1st period)
- **3rd period:** May 13, 2025 – May 30, 2025 (you can make changes to the submitted study plan under the same conditions as the 1st and 2nd periods).

\*Students graduating after November 21, 2024, 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 enrollment and sent back dated and signed by January 9, 2025, 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 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
- 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](mailto: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. Email the modified study plan (see below\*) in PDF format with date and signature, motivation letter, and clearance to the Student Administration Office by the study plan submission deadline, with the subject: LM SID student ID xxxxxx – modification to SOL study plan.

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	SPS/13 - African history and Institutions
IUS/02 – Comparative private law	SPS/14 - Asian history and institutions
IUS/11 – Ecclesiastical and canon law	SECS-P/01 – Economics
IUS/13 – International law	SECS-P/02 – Economic policy
IUS/14 – European Union law	SECS-P/03 – Public economics
IUS/21– Comparative public law	SECS-P/04 – History of economic thought
L-LIN/04 – Language and translation - French	SECS-P/12 – Economic history
L-LIN/07 – Language and translation - Spanish	M-STO/03 – History of eastern Europe
L-LIN/09 – 9 Language and translation - Portuguese and Brazilian	M-STO/04 – Contemporary history
L-LIN/12 – Language and translation - English	SPS/01 – Political philosophy
L-LIN/14 – Language and translation - German	SPS/02 – History of political thought
L-LIN/21 – Slavic studies	SPS/03 – History of political institutions
L-OR/12 - Arabic language and literature	SPS/04 – Political science
L-OR/21 – Chinese and South Asian languages and literatures	SPS/05 - American history and institutions
L-OR/22 – Japanese and Korean languages and literatures	SPS/06 - History of international relations
	SPS/07 – General sociology
	SPS/08 – Sociology of culture and communication

## 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.

If you include extra courses in the Group of Elective Courses (TAF D) but do not take the exam, you must email [segforli@unibo.it](mailto:segforli@unibo.it) 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

1. Students, who have note obtained at least 16 credits (ECTS/CFU) in the economic scientific-disciplinary sectors (SSDs secs – CUN area 13) during their academic carrier, have to select a specific teaching activity indicated in the study plan instead of an optional course. The Degree Programme Board will evaluate particular cases.
2. The curriculum includes alignment courses, annually indicated in the study plan, which are mandatory for students who have not obtained at least 8 CFU in the following areas during their university career:
  - International Politics (CFU earned by taking exams such as International Relations, Theories of International Relations, International Politics, Strategic Studies)
  - International History (CFU earned by taking exams such as History of International Relations, History of Treaties and International Politics, History of European Integration)
  - International Economics (CFU earned by taking exams such as International Economics)

Students who have obtained sufficient CFU in these areas can include the respective alignment courses in their study plan as extra credits, not required for graduation.

**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 enrollment for the entire academic year. (For example: if you are enrolled in the 2nd year of an LM course for A.Y. 2023/24, if you submit the study plan for A.Y. 2024/25, you will need to enroll for the entire academic year and can graduate starting in July 2025).

## 10. Changing Curriculum – 6058 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.

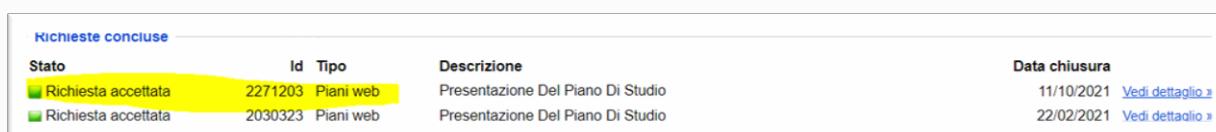
**Out-of-Term Students:** Must submit it ONLINE.

### **Change selection of optional exams.**

**NOTE:** The modification of the study plan is only allowed for students enrolled up to the 1st year out of course (enrolled in the first year of the course in A.Y. 2022/23).

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:



Stato	Id	Tipo	Descrizione	Data chiusura
Richiesta accettata	2271203	Piani web	Presentazione Del Piano Di Studio	11/10/2021 <a href="#">Vedi dettaglio &gt;</a>
Richiesta accettata	2030323	Piani web	Presentazione Del Piano Di Studio	22/02/2021 <a href="#">Vedi dettaglio &gt;</a>

**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.

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**11) Students intending to remove a completed course from a Group of Choice that has been discontinued for the A.Y. 2024/2025 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 Office by the study plan submission deadline. Use the following subject: LM SID student ID xxxxxx – study plan modification on SOL.

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**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

When completing the online study plan, you must place a "placeholder course" in the corresponding Group (B/C/D) of the 2nd year for the course taken early in the 1st year in order to finalize and save the study plan. The study plan will temporarily exceed the 120 CFU required.

Print the file, cross out the placeholder course, and send the modified PDF form with the date and your signature to [segforli@unibo.it](mailto:segforli@unibo.it) by the study plan submission deadline. Use the following subject: LM SID student ID xxxxxx – study plan modification on SOL.

You can verify the modification by the Student Office through your Online Record or AlmaEsami.

A course taken early in the 1st year can be moved to a different Group in the 2nd year only if it is included in the teaching plan. Simply deselect the early course and place it in the new Group in the 2nd year. Ignore the alert if you have already completed it. The date and grade will "follow" the course in the new placement. For this case, you do not need to email the Student Office.

### 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 [segforli@unibo.it](mailto:segforli@unibo.it). 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 [segforli@unibo.it](mailto:segforli@unibo.it). Otherwise, the activity will be considered extra credits.

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**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

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

**Virtual office:** <https://sportelli.unibo.it/>

**Timetable:**

**Mondays 9-12; Tuesdays 14:00 - 15:30; Wednesday 9:00 - 12:00; Thursday 14:00 - 15:30; 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](mailto:didatticaforli.lmsid@unibo.it)

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