

## **STUDY PLANS**

**THE PROCEDURE FOR COMPILING STUDY PLANS WILL BE ACTIVE  
FROM SEPTEMBER 4TH TO OCTOBER 20TH, 2023  
AND FROM FEBRUARY 26TH TO MARCH 8TH, 2024 (EXTRAORDINARY PERIOD OF REOPENING ONLY FOR  
MODIFICATIONS TO ALREADY SUBMITTED PLANS)**

### **FIRST-YEAR STUDENTS OF BACHELOR'S DEGREE PROGRAMS:**

**First-year** students of **bachelor's degree programs** will have the standard study plan automatically inserted. Therefore, **freshmen DO NOT need to fill out the standard study plan** or the individual study plan. First-year students who wish to enroll **PART-TIME** must send the request form attached to this communication to the email address "studenti.scienze@unige.it" within the same deadline established for submitting study plans.

In case of **Additional Mandatory Learning Requirements (OFA)** in the first year, the study plan, even if filled out, will remain blocked until the requirement is fulfilled.

For students who have not fulfilled the OFA requirement after the last T.E.S.E.O. exam session (December 19, 2023, regular edition – January 24, 2024, edition reserved for foreign students), only the priority courses established by their study program will be automatically included. Once the required 12 ECTS credits for fulfilling the OFA requirement are earned, the student must contact the "Student Services for the School of Mathematical, Physical, and Natural Sciences" at the email address "studenti.scienze@unige.it" to load the complete study plan.

### **STUDENTS OF BACHELOR'S DEGREE PROGRAMS (SUBSEQUENT YEARS AFTER THE FIRST), STUDENTS OF MASTER'S DEGREE PROGRAMS, TRANSFERS AND INCOMING EXCHANGES:**

Access is carried out through the **Online Student Services Portal**: <https://servizionline.unige.it/studenti/inserimentopianidistudio>, by entering your credentials. To compile the study plan, you must be enrolled in the current academic year.

The study plan must be completed online and **DOES NOT** need to be submitted; it will be automatically added to your academic record after approval by the Course Board.

For students of study programs for which loading the standard plan is not possible, and who have not submitted a study plan for the current academic year, automatic enrollment as a "repeat student" of the previous year will be generated.

Students who enroll in a bachelor's or master's degree program after the enrollment deadline (October 3, 2023) will have an extension for study plan completion up to 15 days following the enrollment date. The extension is automatic when completing a **STANDARD PLAN**, while for an **INDIVIDUAL PLAN**, it must be requested by emailing "studenti.scienze@unige.it".

**STANDARD PLAN:** In line with the Study Manifesto, adhering to the study program's proposal for each year of enrollment and is automatically approved.

**INDIVIDUAL PLAN:** To be completed **ONLY** in the following cases:

- Part-time enrollment;
- Recognition of previous academic career (validated courses and any exams to be taken, as an integration of recognized courses, should not be included in the plan, as they will be automatically added by the "Student Services for the School of Mathematical, Physical, and Natural Sciences");
- Change of curriculum;
- Modification of courses included in previous years;
- Inclusion as a "free-choice exam" of a course offered by a study program with restricted access;
- Inclusion of courses with a "non-curricular" status;
- Inclusion of "Off-site Exam" (code 88790) for Erasmus program;
- Submission of a study plan that deviates from what is stipulated in the Study Manifesto but adheres to the educational regulations of the study program (reasons for the choice must be indicated in the notes);
- When the system doesn't allow the completion of the "Standard Plan" (for instance, when submitting a "Part-Time Plan" while having a "Full-Time Plan" in the previous academic year).

Non-conforming study plans cannot be approved. Specific Manifestos of individual study programs may require a minimum number of ECTS credits to be acquired and/or exams passed in order to be admitted to the next year. If these limits are not met, the student can enroll as a "repeat student," but cannot indicate courses for the following year in the plan.

**IT IS NOT POSSIBLE TO COMPLETE THE STUDY PLAN in the following cases:**

- If Additional Mandatory Learning Requirements (OFA) are not fulfilled (for those who have not passed or taken the initial knowledge assessment, the second-year study plan entry will be blocked);
- If the questionnaire for the annual evaluation of the previous academic year's teaching has not been completed, which is mandatory for enrolled students (the study plan entry will be blocked);
- Without regular enrollment in the relevant academic year.



UNIVERSITA' DEGLI STUDI DI GENOVA

Servizio Studenti

Settore servizi agli studenti per la Scuola di

Scienze M.F.N.

Via L.B. Alberti, 4 - 16132 GENOVA

e-mail: studenti.scienze@unige.it

TO THE DEPARTEMENT DIRECTOR

Matr. ....

I, the undersigned, ..... born .....in.....

Phone n. ....part-time enrolled ..1 – 15 C F U ..16 – 30 C F U in the

academic year 2023/2024 for the first year of the three-year course:

.....

REQUEST

To submit to the present CCS the following study plan:

Code	Class registered name	Type	CFU

Tot. CFU \_\_\_\_\_

Genova,

STUDENT'S SIGNATURE

.....

The CCS coordinator on the date \_\_/\_\_/\_\_ approves the suggested study plan.

Signature \_\_\_\_\_

The 1 to 15 CFU part-time study plan establishes an academic tax equal to 25% of the ordinary amount, while the 16 to 30 CFU part-time study plan establishes an academic tax equal to 50% of the ordinary amount.

If the students have not overcome the OFA after the last T.E.S.E.O. session (19 December 2022), only the primary classes, established by each course of study, will be automatically inserted into the plan.

Once past the 12 CFU necessary to fulfill the OFA debt, the student will have to contact SportelloUnico Studenti to submit the full plan.