

STUDY PLANS

THE STUDY PLAN FILL-IN PROCESS WILL BE ACTIVE FROM SEPTEMBER 16TH TO OCTOBER 31ST, 2024, AND FROM FEBRUARY 3RD TO FEBRUARY 17TH, 2025 (EXTRAORDINARY PERIOD OF REOPENING FOR MODIFICATIONS TO ALREADY SUBMITTED PLANS ONLY)

FIRST YEAR STUDENTS ENROLLED IN BACHELOR'S DEGREES:

To the students enrolled **in the First Year of a Bachelor's Degree** the Standard Plan is automatically validated; thus, **First Year students do NOT need to fill out** neither the Standard Study Plan, nor the Individual Study Plan. First Year students who wish to enroll **PART-TIME** must send to the following e-mail address "**studenti.scienze@unige.it**" the Request Form attached to the bottom of this document, before the same deadline established for the Study Plan Fill-In Process.

In case of **OFAs (Additional Educational Obligations)** assigned for the First Year, the Study Plan, even if filled out properly, will be frozen until the additional obligations have been absolved.

To students who, after the last T.E.S.E.O. Exam Editions (December 19th, 2024 – February 25th, 2025 for Foreign Students who graduated High School abroad), may have yet to absolve all of their OFAs, only the Priority Subjects indicated in each degree course's appendix will be added to the Study Plan; once the 12 CFUs needed to absolve all OFAs are obtained, "Non-Priority" Subjects will be automatically available again and the Study Plan will then be complete.

STUDENTS ENROLLED IN YEARS AFTER THE FIRST IN BACHELOR'S DEGREES, ENROLLED IN MASTER'S DEGREES, TRANSFER ADMISSIONS:

ACCESS IS MADE THROUGH THE ON-LINE STUDENT SERVICES PORTAL:

<https://servizionline.unige.it/studenti/inserimentopianidistudio>, by logging-in with the student's own credentials. To fill-in a study plan students must be enrolled in the current academic year.

The Study Plan must be filled in on-line and must NOT be delivered; it will be automatically inserted into the student's career once approved by the Degree's Course Council.

To Students enrolled in Courses for which a Standard Study Plan cannot be filled out, and who may have not submitted a Study Plan for the current academic year, the previous academic year's Study Plan will be automatically filled in, enrolling the student as a "year repeater".

Students who wish to enroll in a Bachelor's or Master's Degree may get, after the enrollment deadline (October 3st, 2024), a 15-day deadline extension starting the day of enrollment to provide a filled-in Study Plan. The extension is automatic if a STANDARD Study Plan is being filled-in, otherwise in the case of an INDIVIDUAL Study Plan fill-in an extension MUST be requested by mailing "**studenti.scienze@unige.it**"

STANDARD PLAN: compliant to the Subject Programme (*Manifesto degli Studi*), it adheres to what's offered by the Degree's Course for each year of enrollment, and is automatically approved.

INDIVIDUAL PLAN: To fill-in in the following cases ONLY:

- Part Time enrollment;
- Acknowledgement of previous career (Validated subjects and potential exams to undergo, like integrations of subjects that have been acknowledged must not be put in the Study Plan. Such cases will be automatically integrated by the Students Services section (“*Settore servizi agli studenti per la Scuola di Scienze M.F.N.*”))
- Curriculum modifications;
- Modifications to subjects recorded in previous years;
- Insertion as a “Free-choice exam” (*Esame a scelta libera*) of a subject provided by a closed-number Degree’s Course;
- Insertion of “Non-curricular” type subjects;
- Insertion of the “*Esame fuori sede*” (code 88790) subject for Erasmus program;
- Filling-in of a Study Plan differentiating from the subjects established in the *Manifesto degli Studi*, and yet resulting compliant to the Didactic Structure of the Degree’s Subject (The student must note the motivations of such choice in the designated box);
- Whenever the on-line service may not allow to automatically fill-in the Standard Plan (e.g.: filling in a Part Time Plan after a Full Time Plan had been approved the prior year)

Study Plans that do not conform to the Course’s Didactic Structure can NOT be approved. Specific Subject Programmes may dictate a minimum number of CFUs to acquire and/or exams to pass to be allowed into the following year. If such requirements aren’t met the student may enroll as a “year repeater”, but may not insert subjects of the following year into the plan.

IN THE INDIVIDUAL PLAN:

- The Student must not delete mandated subjects from the previous academic year of which exams have not yet been taken to add such subjects to the new year’s Plan
- It is not possible to divide modules of an Integrated Course into different years’ Plans in order to enroll Part Time.

IT IS NOT POSSIBLE TO FILL IN THE STUDY PLAN IN THE FOLLOWING CASES:

- In case of unabsolved OFAs (For those who have not passed nor have undergone the Initial knowledge verification test, the filling-in process of the Study Plan for the second year is blocked);
- In case of missed fill-in of the previous year’s Annual Questionnaire of Evaluation of Didactics, mandated to all who are enrolled;
- In case of missing enrollment to the academic year to which the Study Plan refers.



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

The Undersigned born in..... on.....
 phone number enrolled Part Time 1 – 15 CFUs 16 – 30 CFU for the
 academic year 2024/2025 on the First Year of Bachelor's Degree in:

ASKS

to submit to the above Degree's Students' Council the following Study Plan:

Code	Subject's Denomination	Type	CFUs

Total of CFUs _____

Genova,

STUDENT'S SIGNATURE

.....

The Student's Council Coordinator on __/__/____ approves the proposed study plan.

Signature _____

NOTE: The 1 to 15 CFUs Part Time Study Plan establishes a Student Contribution equivalent to 25% of the ordinary fees, while the 16 to 30 CFUs Part Time Study Plan establishes such sum to be 50%.

To students who, after the last T.E.S.E.O. Exam Editions (December 19th, 2024 – February 25th, 2025 for Foreign Students who graduated High School abroad) may not have cleared all OFAs may have yet to absolve all of their OFAs, only the Priority Subjects indicated in each degree course's appendix will be added to the Study Plan; once the 12 CFUs needed to absolve all OFAs are obtained, "Non-Priority" Subjects will be automatically available again and the Study Plan will then be complete.