

Study plan

The procedure to complete study plans will be activated from the 4th of September until the 20th of October 2023 and from the 26th of February to the 8th of March 2024 (this period is permitted just for the study plans already presented).

First year bachelor's students:

The Office will provide a standard study plan to the first-year bachelor's students. These students do not need to fill a study plan, nor standard or individual.

First year student who want to enrol as part time student must send the request form to studenti.scienze@unige.it before the deadline for submitting study plan.

In case students get an OFA (additional training requirement) during this first year, the study plan will be blocked until they pass the educational debt. The study plan can be blocked even in case students have already submitted their study plan.

The Office will automatically assign only the priority subjects established by the students' course of study to who will not succeed the OFA at the last T.E.S.E.O. roll call (19-12-2023 standard roll call – 24-01-2024 only foreign students roll call). Once the students have passed the 12 CFUs required to clear the OFA debt, they must contact the "Student Services Sector for the School of M.F.N. Sciences" studenti.scienze@unige.it to upload the complete plan.

Bachelor's students (after the first year), master's degree students, transfers and course transitions:

ACCESS IS VIA THE ONLINE STUDENT SERVICES PORTAL:

<https://servizionline.unige.it/studenti/inserimentopianidistudio> , by entering your credentials. Students must be enrolled for the current academic year in order to complete the study plan.

Students must fill out the study plan without delivering it. The plan will be automatically insert into the career after the Faculty Council has approved it.

Students of study courses for which it is not possible to upload the standard plan, and who have not submitted a study plan for the current academic year, the enrolment as a "student repeating the year " ("ripetente") from the previous year will be entered automatically.

Bachelor's and master's degree students who enrol after the registration deadline (October 3,2023) will benefit from a postponement for compiling the study plan. They must complete the study plan within 15

days after the day of the enrolment. The postponement is automatic in case of a STANDARD PLAN. Students who want to complete an INDIVIDUAL PLAN need to get in contact with studenti.scienze@unige.it .

STANDARD PLAN: it is compliant with the degree programme table. In other words, it adheres to what the Course of Study proposes for each year of enrolment and is automatically approved.

INDIVIDUAL PLAN: it is necessary ONLY for the following cases:

- Part time enrolment;
- Recognition of previous career (validated courses and any examinations to be taken, as an addition to courses that have been recognised, do not have to be entered in the plan, the entry will be made; automatically by the "Student Services Sector for the School of M.F.N. Sciences");
- Curriculum's modification;
- Modification to a course that has been inserted during the previous years ;
- Insertion of a "free choice exam" (esame a scelta libera) of a teaching provided by a degree course with restricted access;
- Insertion of "extra-curricular" teaching;
- Insertion of an "off-site exam" (esame fuori sede) for the Erasmus programme;
- Submission of a plan of study that deviates from the degree programme table, but complies with the study programme of the course (the reasons for the choice must be indicated in the notes);
- if the programme does not allow the 'standard plan' to be filled in (e.g. filling in a 'part-time' plan when there was a 'full-time' plan in the previous academic year).

Study plans that differ from the didactic order may not be approved. The degree programme table specific to individual CdS may set a minimum number of CFUs to be acquired and/or examinations taken in order to be admitted to the following year. If these limits are not met, the student may enrol as a "student repeating the year" but may not indicate the following year's courses in the plan.

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

- In case students do not pass the OFA debt (for those who did not pass or did not take the initial knowledge test, the inclusion of the second-year study plan will be blocked);
- In case students did not complete the annual teaching evaluation questionnaire for the previous academic year, which is compulsory for those enrolled in the current year (there is a freeze on the entry of the study plan);
- without regular enrolment for the relevant academic year.