How to fill in the Study Plan – Uniweb

This guide will give you specific instructions on how to best fill in your Study Plan in «Uniweb» online platform. Through this procedure you can add to your **Online Booklet** the course units listed in your Learning Agreement.

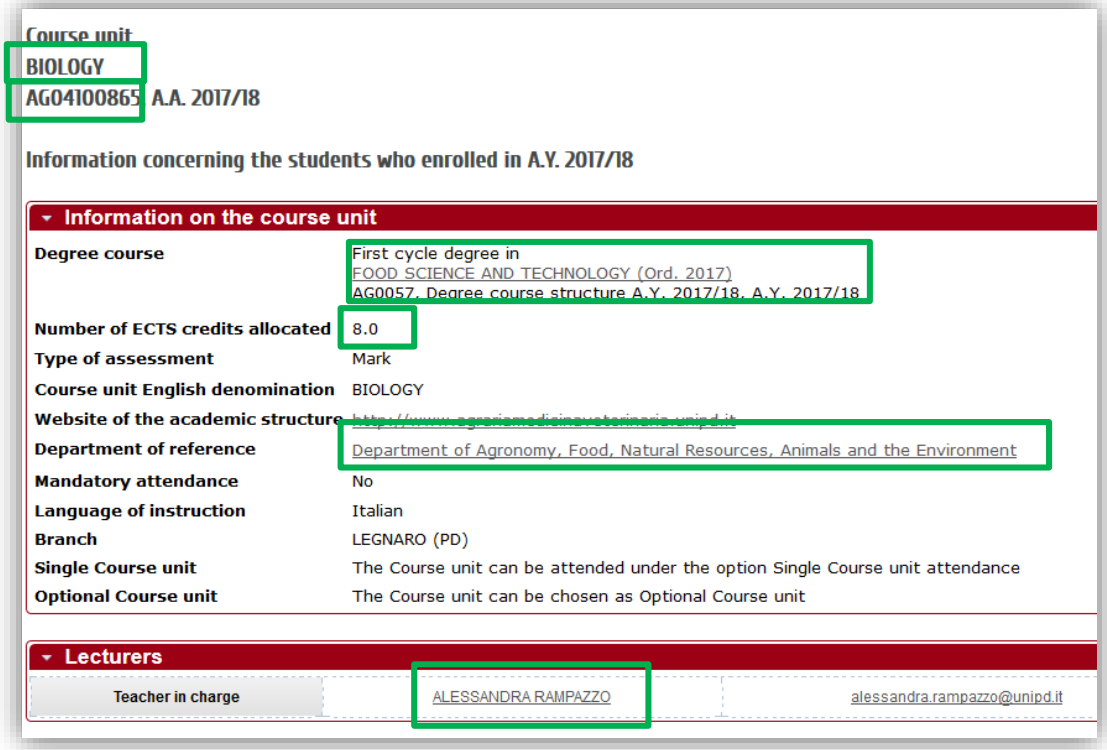
It is **compulsory** to fill in the online study plan before sitting the exams because you will be able to sign up for them and to record the grades only if the course units are already included in your Online Booklet.

Please follow these step-by-step instructions to avoid errors and to correctly add all course units. We suggest you to **NOT USE your mobile phone**. Please use your computer instead (it works best with Mozilla Firefox browser and a good internet connection).

Step 1 - LEARNING AGREEMENT

- Visit the course catalogue webpage (http://en.didattica.unipd.it/) and look up the course units listed in your definitive Learning Agreement, which has to be approved by your Home University and by the Erasmus coordinator at the University of Padova.

- For each course unit, write down the following information: (highlighted in the green boxes)
  - Official name
  - Code
  - Degree course
  - ECTS credits
  - Department of reference
  - Teacher in charge



Course unit

BIOLOGY

AG04100865 A.A. 2017/18

Information concerning the students who enrolled in A.Y. 2017/18

Information on the course unit

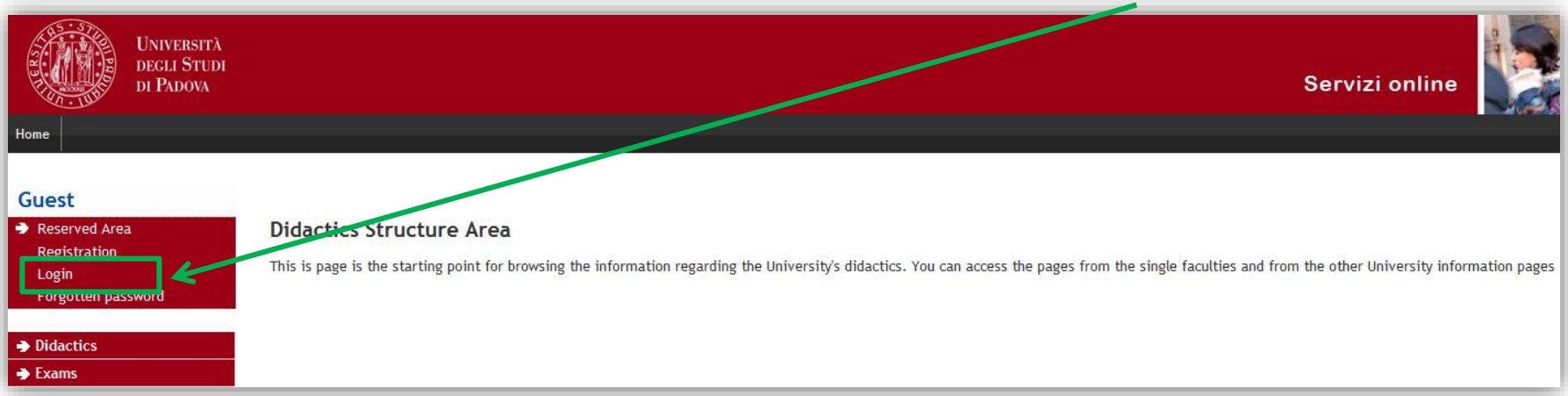
Degree course	First cycle degree in FOOD SCIENCE AND TECHNOLOGY (Ord. 2017) AG0057, Degree course structure A.Y. 2017/18, A.Y. 2017/18
Number of ECTS credits allocated	8.0
Type of assessment	Mark
Course unit English denomination	BIOLOGY
Website of the academic structure	http://www.agripolis.dispa.veterinaria.unipd.it
Department of reference	Department of Agronomy, Food, Natural Resources, Animals and the Environment
Mandatory attendance	No
Language of instruction	Italian
Branch	LEGNARO (PD)
Single Course unit	The Course unit can be attended under the option Single Course unit attendance
Optional Course unit	The Course unit can be chosen as Optional Course unit

Lecturers

Teacher in charge	ALESSANDRA RAMPAZZO	alessandra.rampazzo@unipd.it

Step 2 - Access to Uniweb

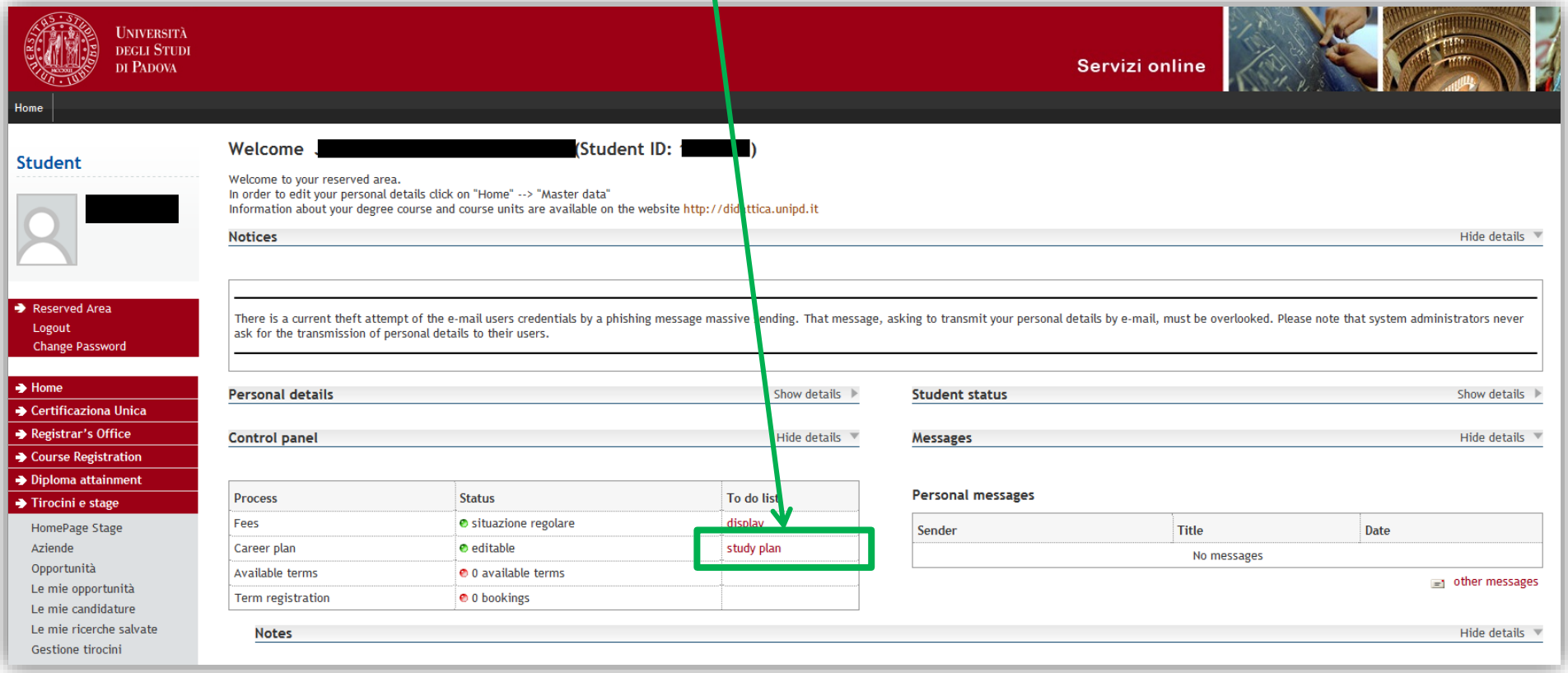
- Visit Uniweb Home Page (https://uniweb.unipd.it/Home.do) and Login



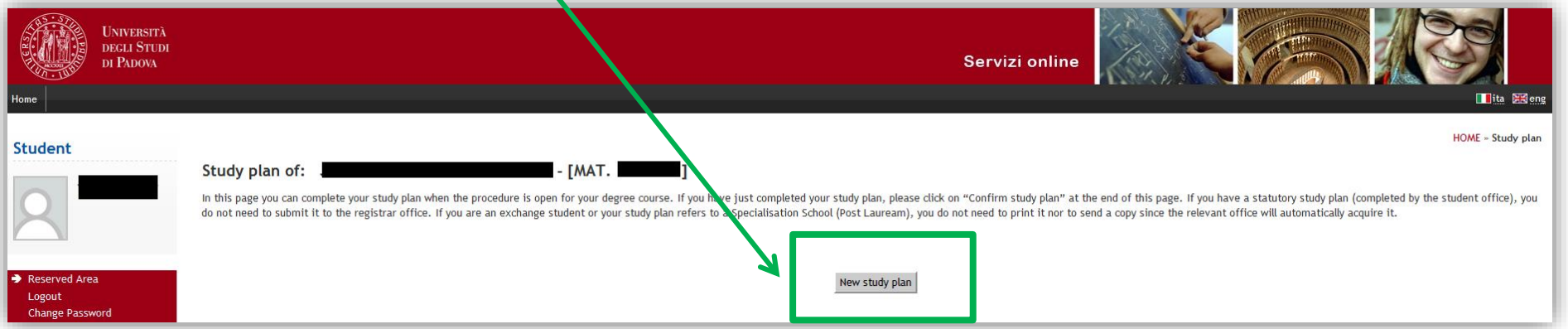
- Type your username and password

Step 3 - Filling in the Study Plan

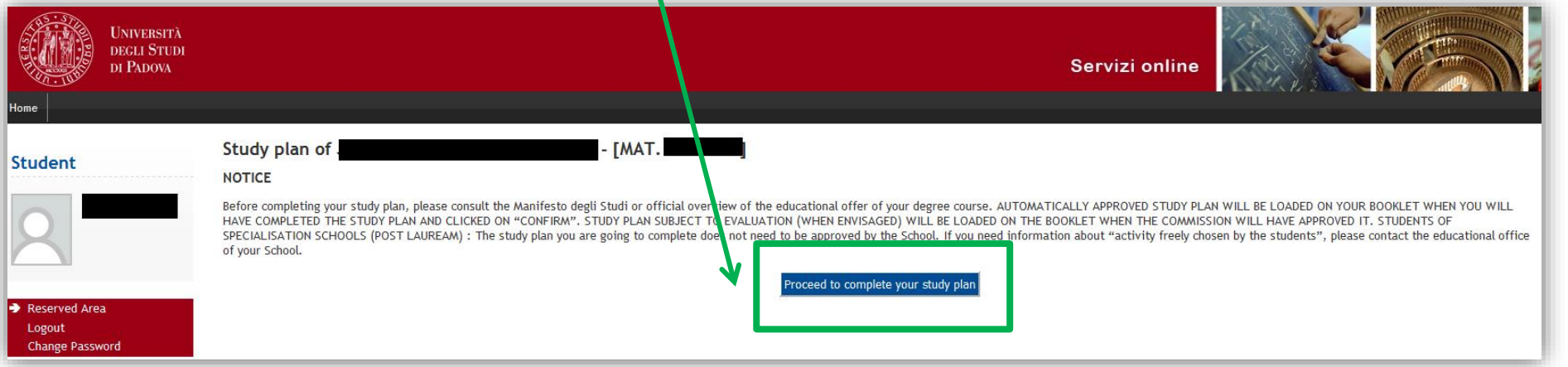
- To start the procedure, click on «**study plan**»



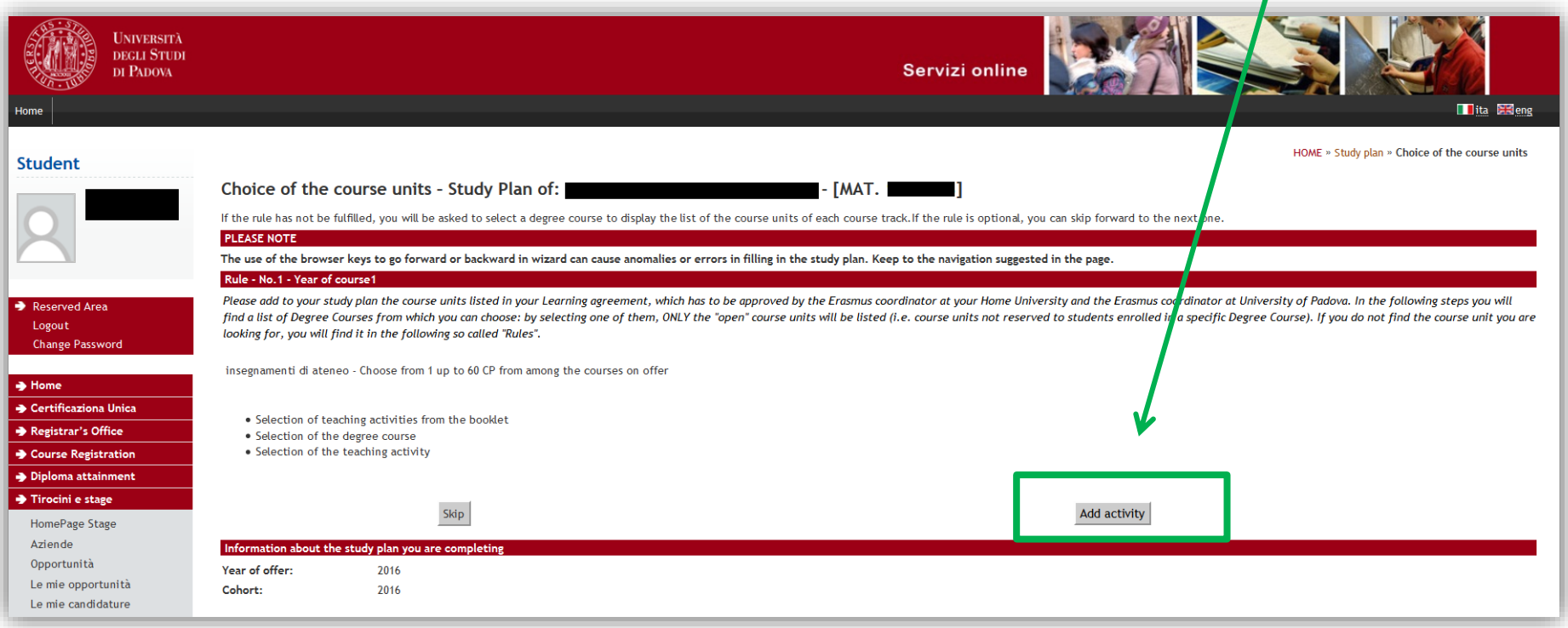
- Click on «**New study plan**»



- Then, click on «**Proceed to complete your study plan**»

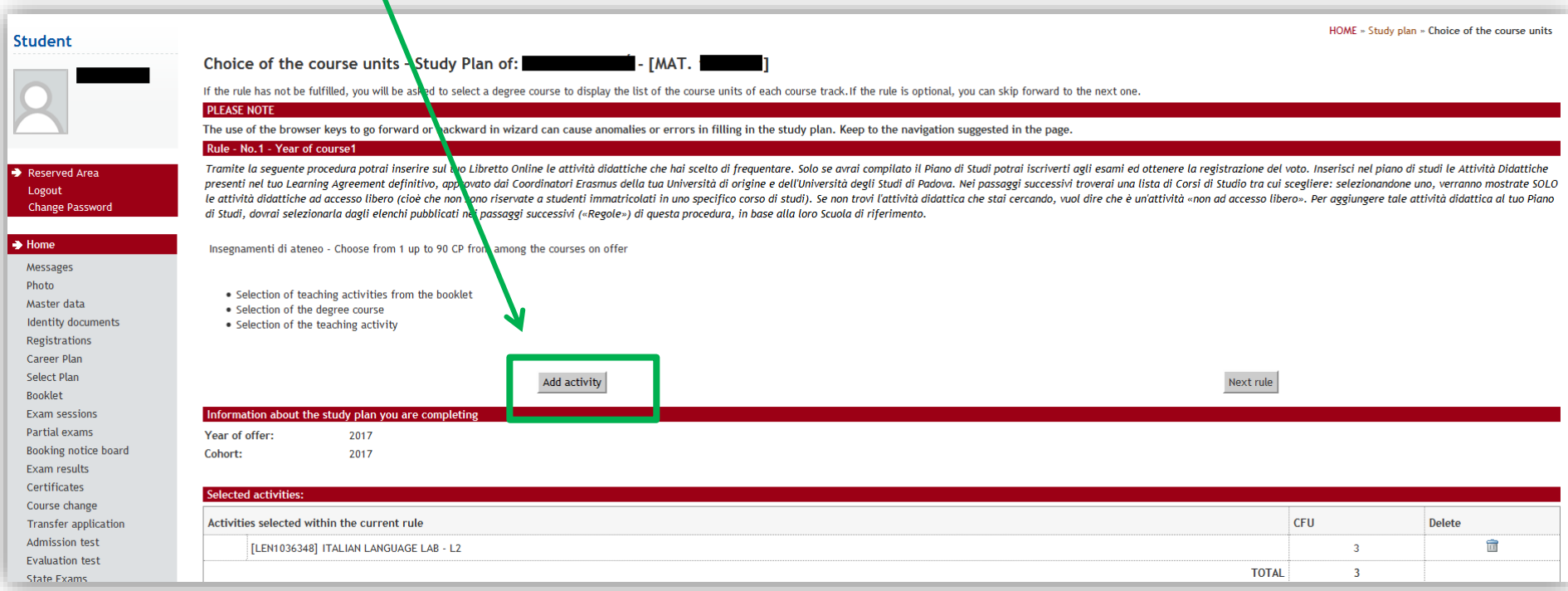


- In order to select course units and add them to your study plan, click on «**Add Activity**»



If you have signed up for an exam or if any course unit is already in your booklet (like the «**Italian Language Lab – L2**» of 3 ECTS), on the next screen a list of these course units will appear. You have to select them, by clicking in the square corresponding to each course unit. Then, click on «**Next».**

- The list of the first-selected course units will appear. Go forward, by clicking on «**Add activity**»

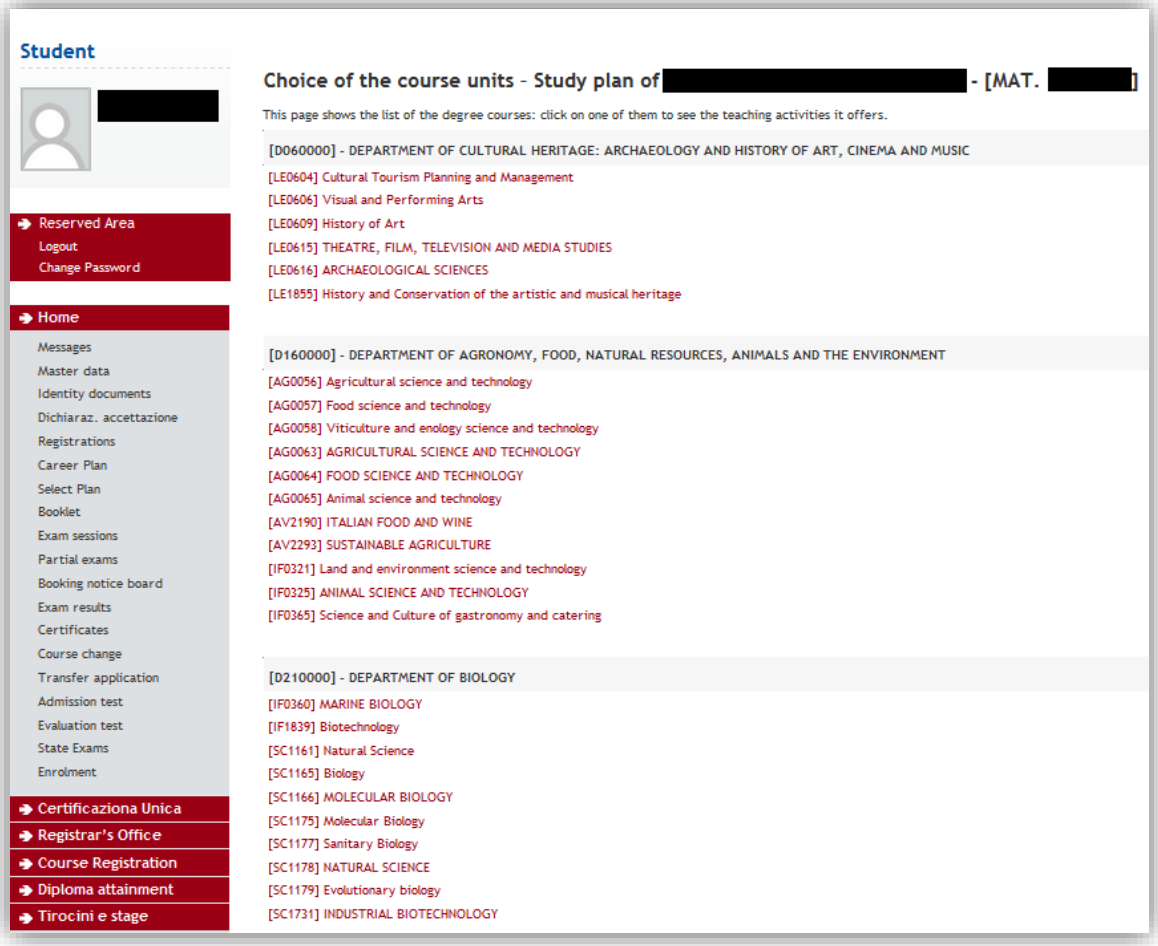


IMPORTANT: **Do not click on «Next Rule»**, or you will skip the list of free-access course units (i.e. those course units open to all students, different from the ones reserved to students enrolled in a specific Degree Course)

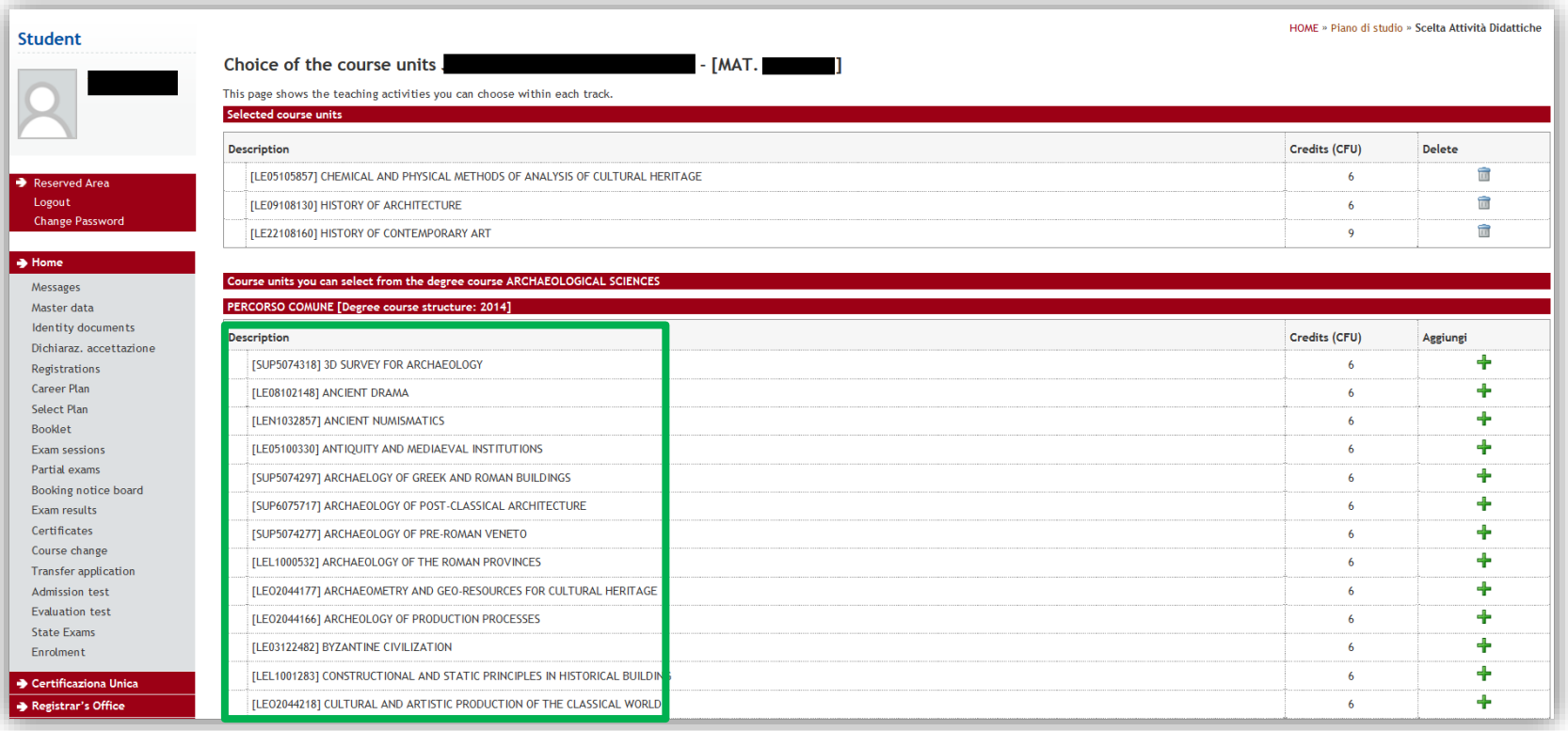
- The list of the course units already included in your Booklet appears again. Click on «**Next**»

- Now you find the list of Bachelor and Master Degree Courses, grouped in Departments. If you click on a Degree-Course, you'll find the list of «***free-access course units***» belonging to it.

- Recover the information about course units which you have found in the course catalogue http://en.didattica.unipd.it/ (Degree course, Department of reference, code, credits, etc.)



- For instance, by selecting the Degree Course «Archaeological Sciences», the list of free-access course units belonging to this Degree Course will appear.

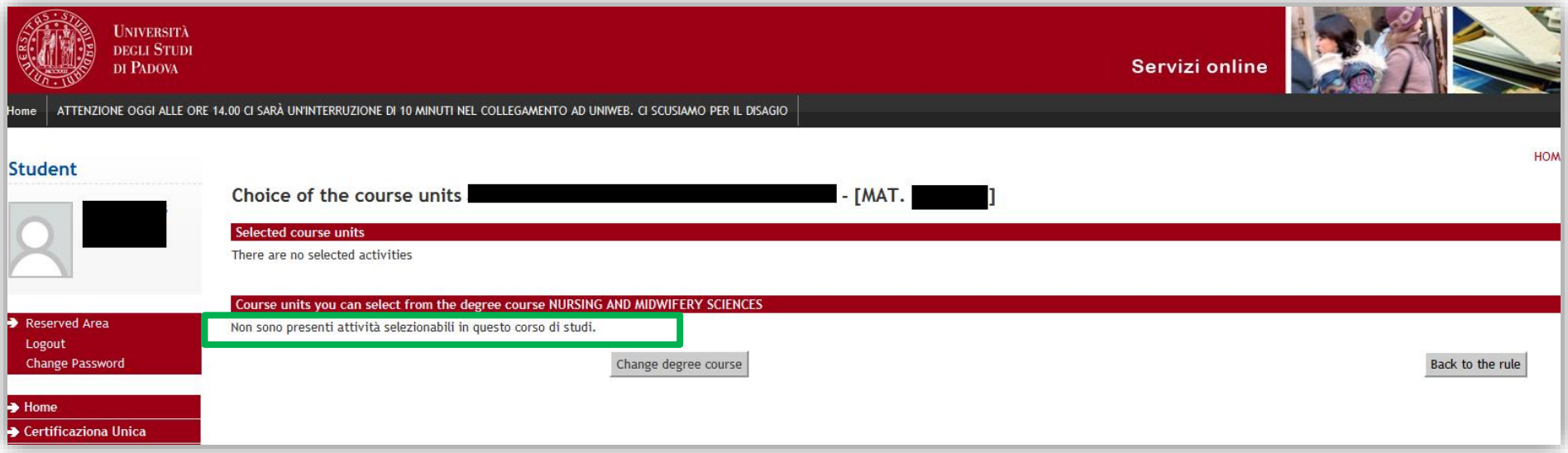


To add a course unit to your Study Plan, click on «**Aggiungi**» ✚. The selected course unit will appear in the list above, called «Selected course units».
To delete a course unit you have added earlier, click on «**Delete**» 🗑

IMPORTANT!!!! If you do not find the course unit you are looking for, it means that **it is not a "free-access" course unit**, meaning that it is reserved to students enrolled in a specific Degree Course.

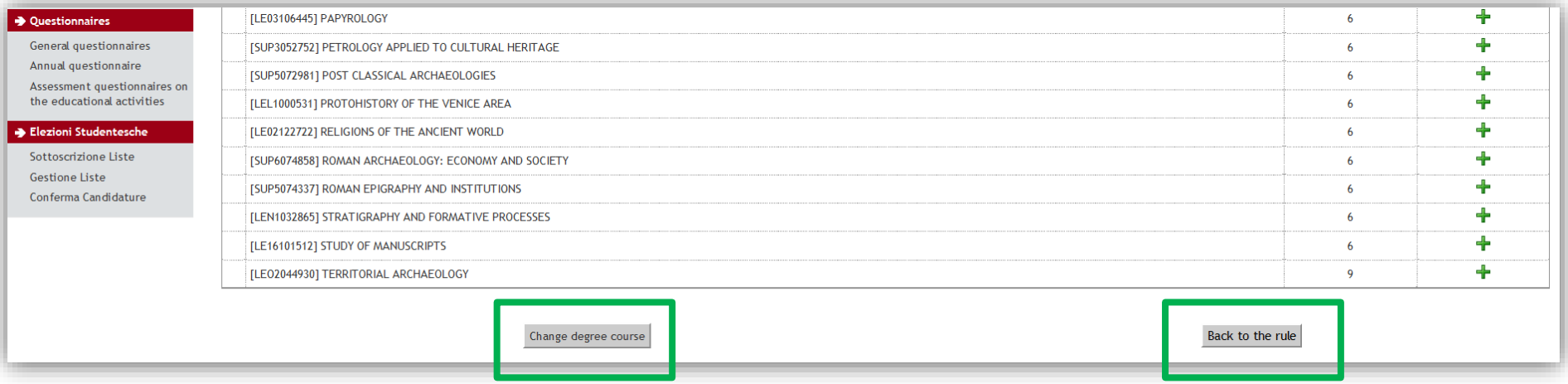
For example, ALL course units belonging to the Degree Course «Nursing and Midwifery Sciences» **are not "free-access" course units.** Hence, you will not find any list, but only the following statement «**Non sono presenti attività selezionabili in questo corso di studi**»

In order to add these kind of course units to your study plan, you have to select them in the following so called "Rules", where these course units are listed according to their School of reference.

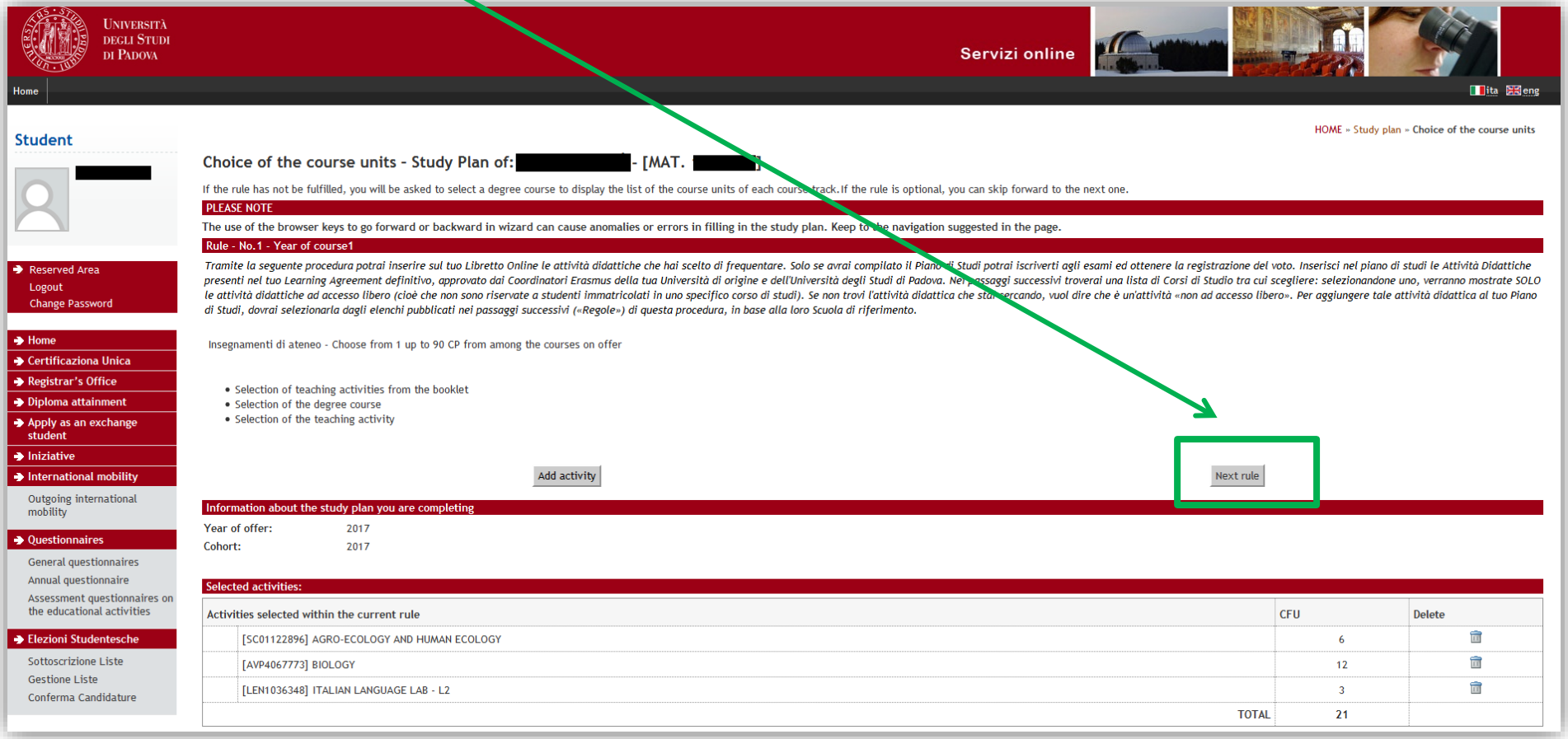


- In order to select another course unit belonging to a different Degree Course, or to go back to the main page, you should click on «**Change degree course**» at the bottom of the screen. You will go back to the list of Degree courses.

- If you have completed the procedure and you want to go to the next step, click on «**Back to the rule**». You'll go forward to the screen that shows the list of course units you have selected.



- In order to go further to the next step and add «**non-free access**» course units , click on «**Next rule**».



«**Non-free access**» course units are grouped in different lists, according to their School of Reference. These lists will appear in subsequent steps:

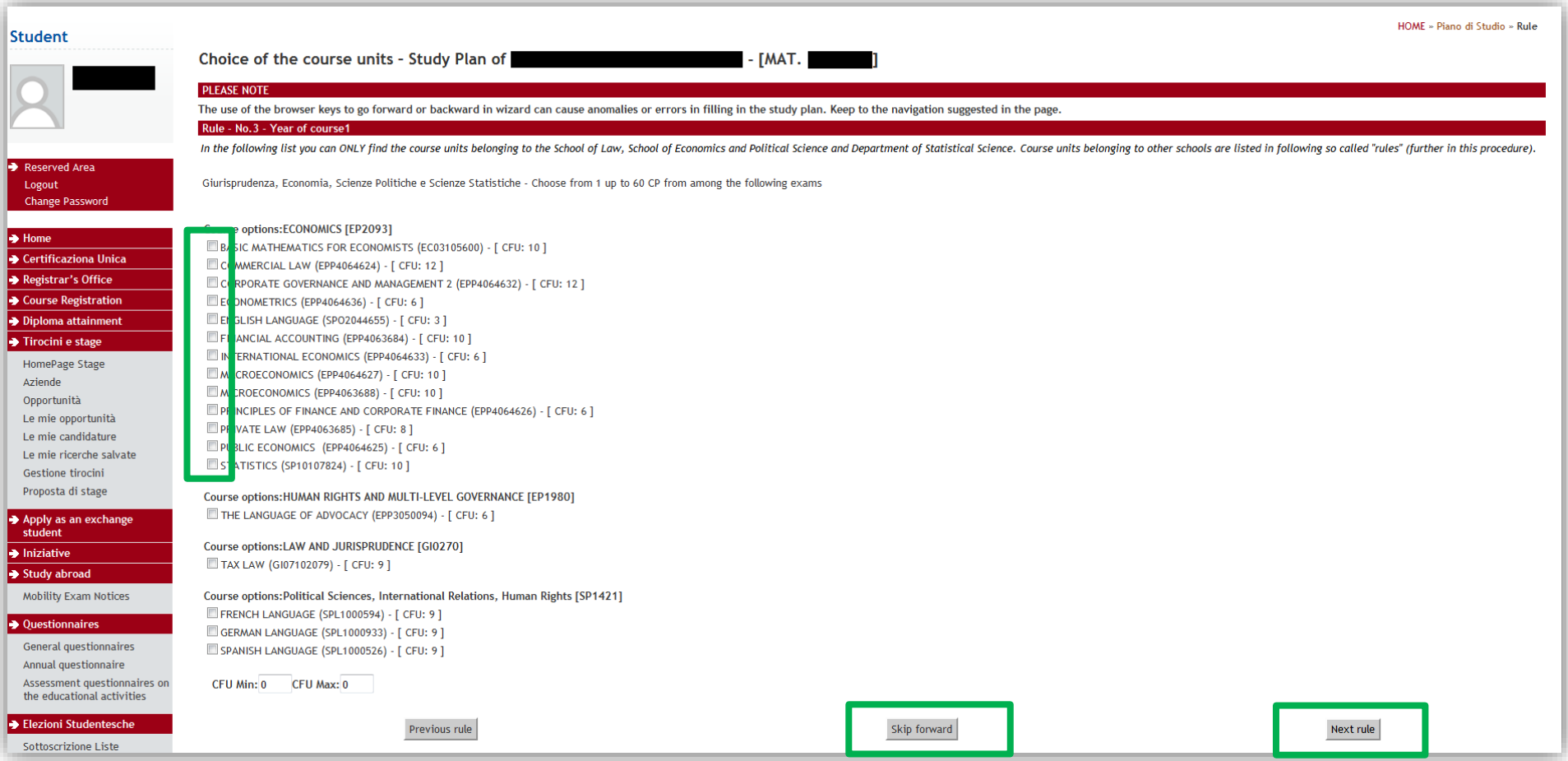
1) School of Medicine
2) Schools of: Law, Economics and Political Science, Psychology, Human Science
3) Schools of Engineering, Science, Agricultural Science and Veterinary Medicine

As the list of the course units is extremely long, we suggest you to search for course unit name through the «Find» function of your browser (Keyboard shortcut: press Ctrl+F).

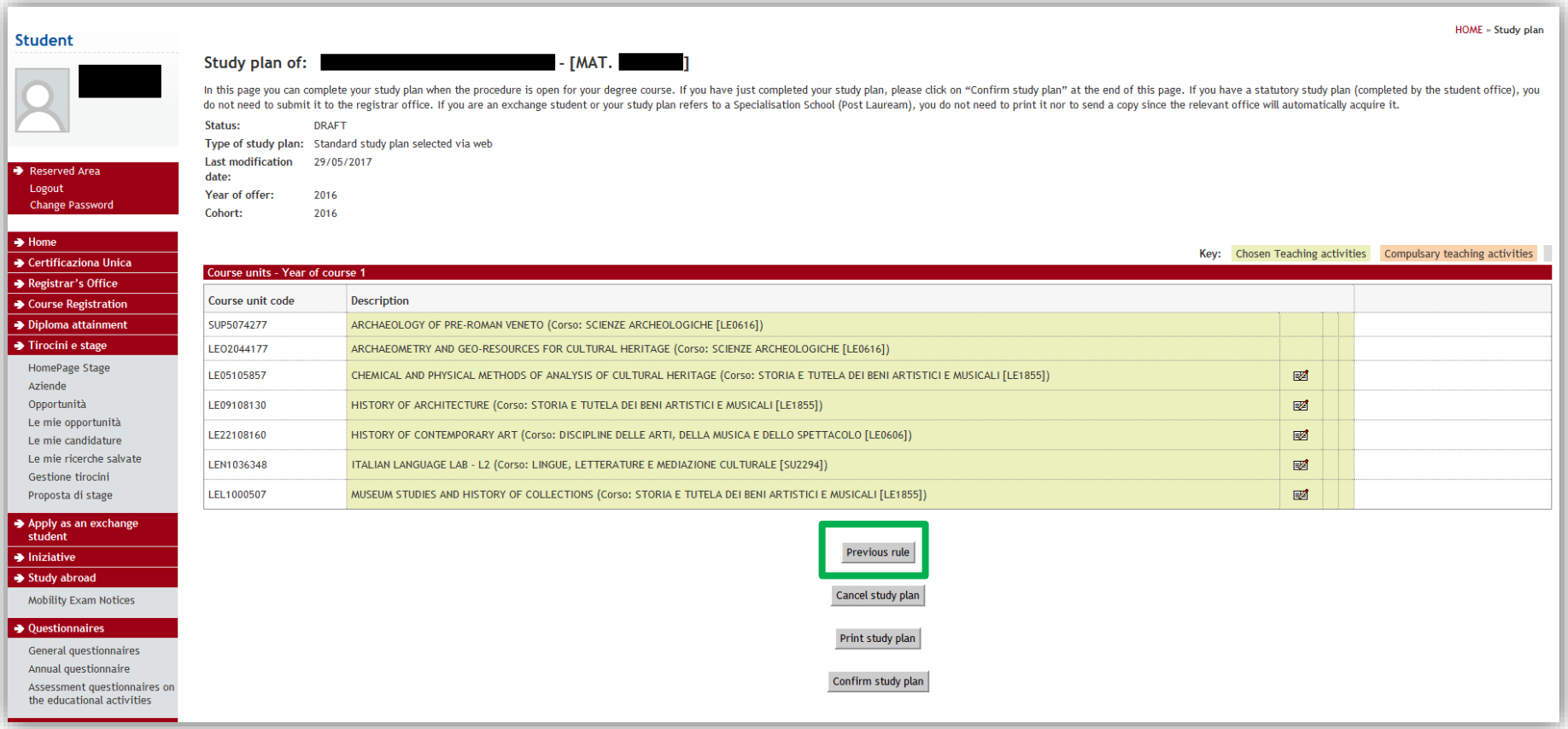
If any course unit is missing, please send an email to erasmus.incoming@unipd.it

How to fill in the Study Plan – Uniweb

The course units are grouped according to the Degree Course they belong to. Select the correct course unit by clicking on the square next to it.
If you have selected at least one course unit, click on «**Next rule**».
If you don't want to select any item in this list, click on «**Skip forward**».

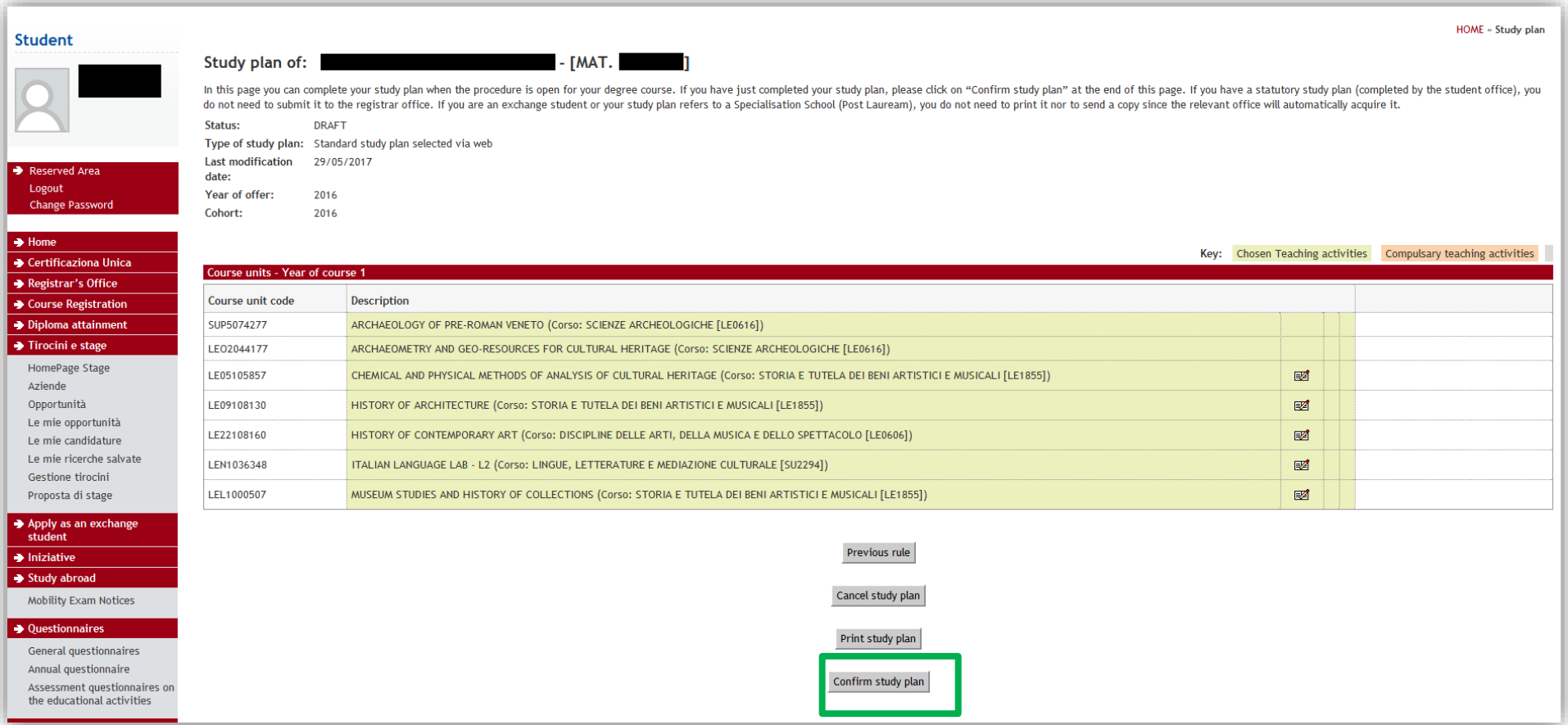


Check the list of course units you have added to your Study Plan.
If you have forgotten to select any course unit, click on «Previous rule»
ATTENTION: every time you click on «**Previous rule**», you will go back to the previous screen and the choises made earlier will be cancelled. You will have to select again the course units.



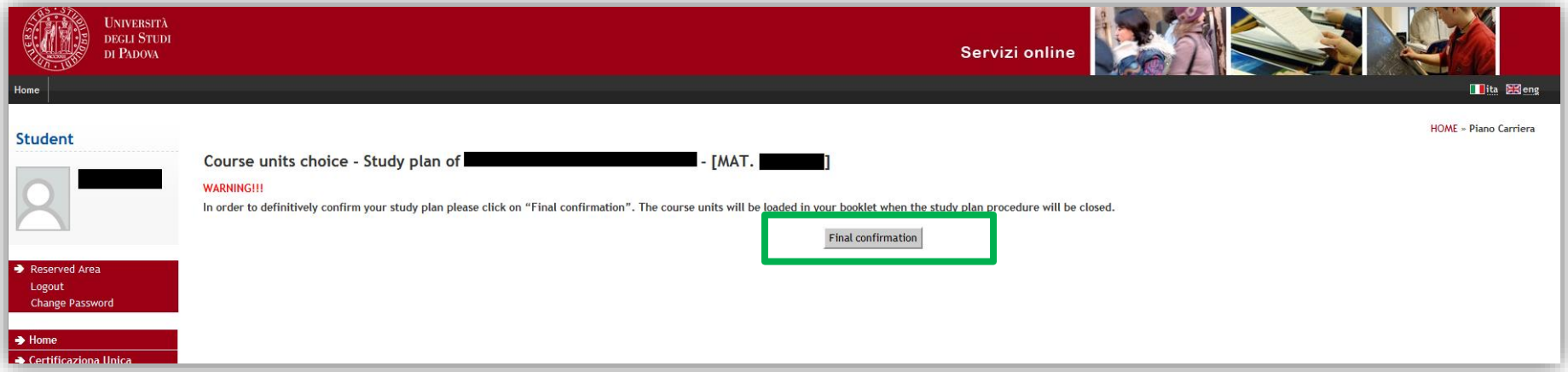
Step 4 - Confirm your Study Plan

- When you have completed your Study Plan, you MUST CORFIRM IT, by clicking on «**Confirm study plan**»
- If you click on «Cancel study plan», you will delete all course units selected. You will have to fill in the Study Plan again from the beginning
- If you click on «Print Study Plan», you can print your study plan even though it is not confirmed yet.

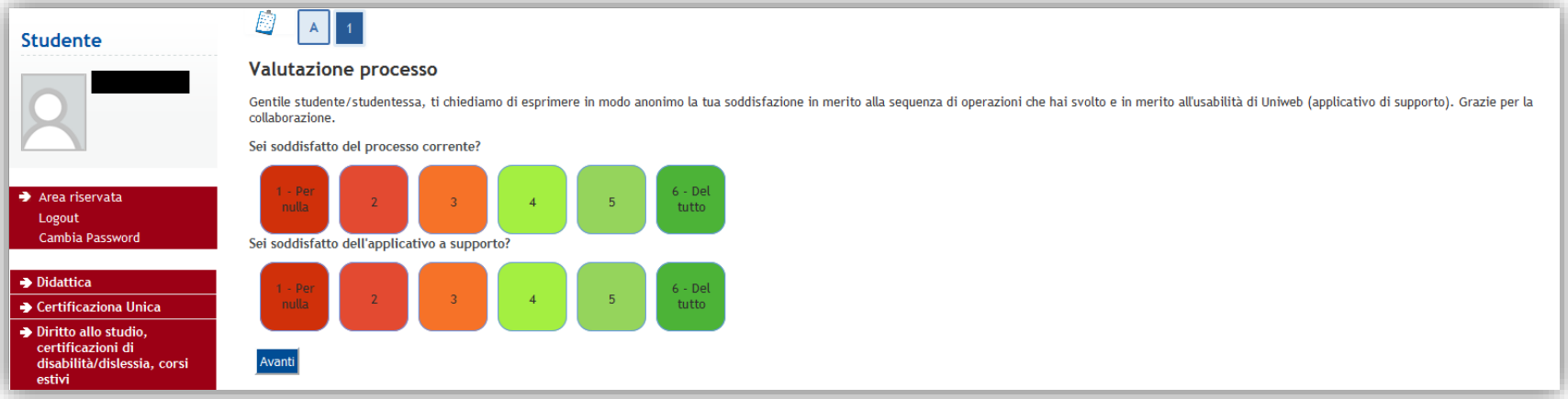


Step 4 - Confirm your Study Plan

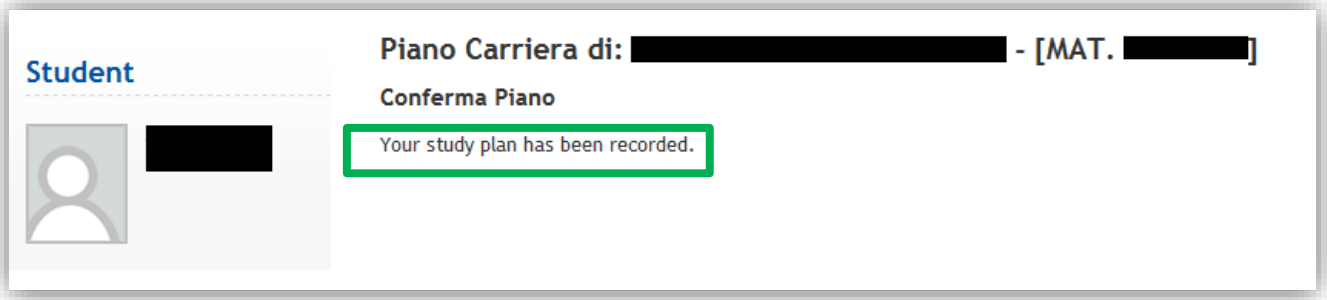
- Click on «Final confirmation» to confirm it definitively.



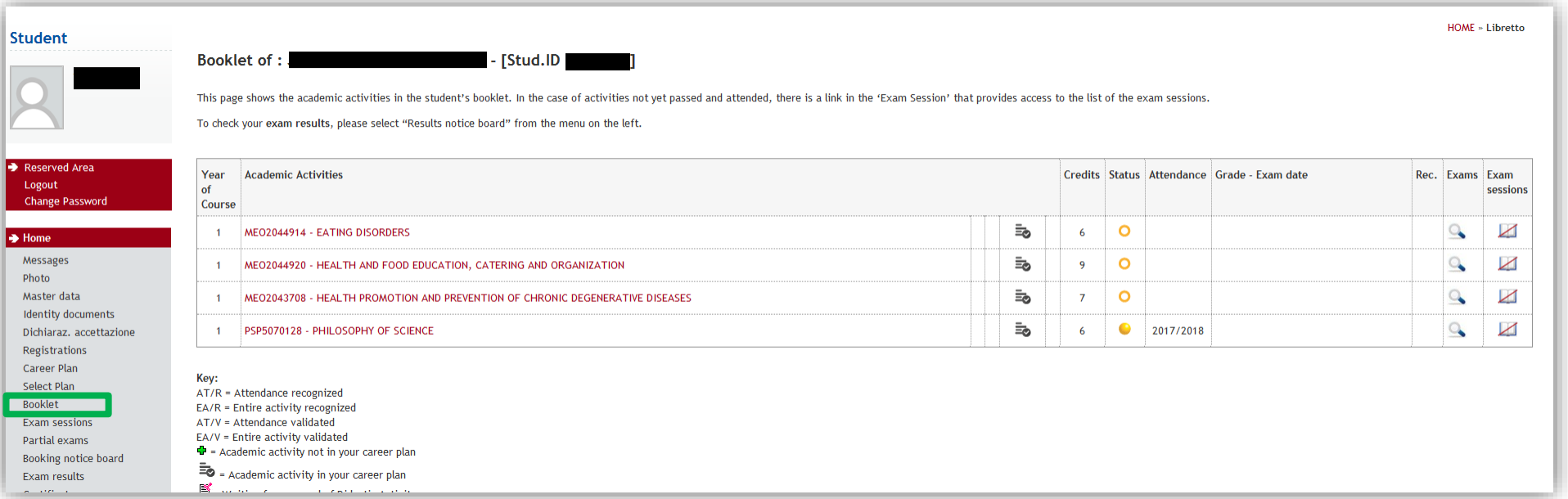
- Express your opinion about Uniweb usability (your answer is anonymous)



- Your Study Plan is confirmed!

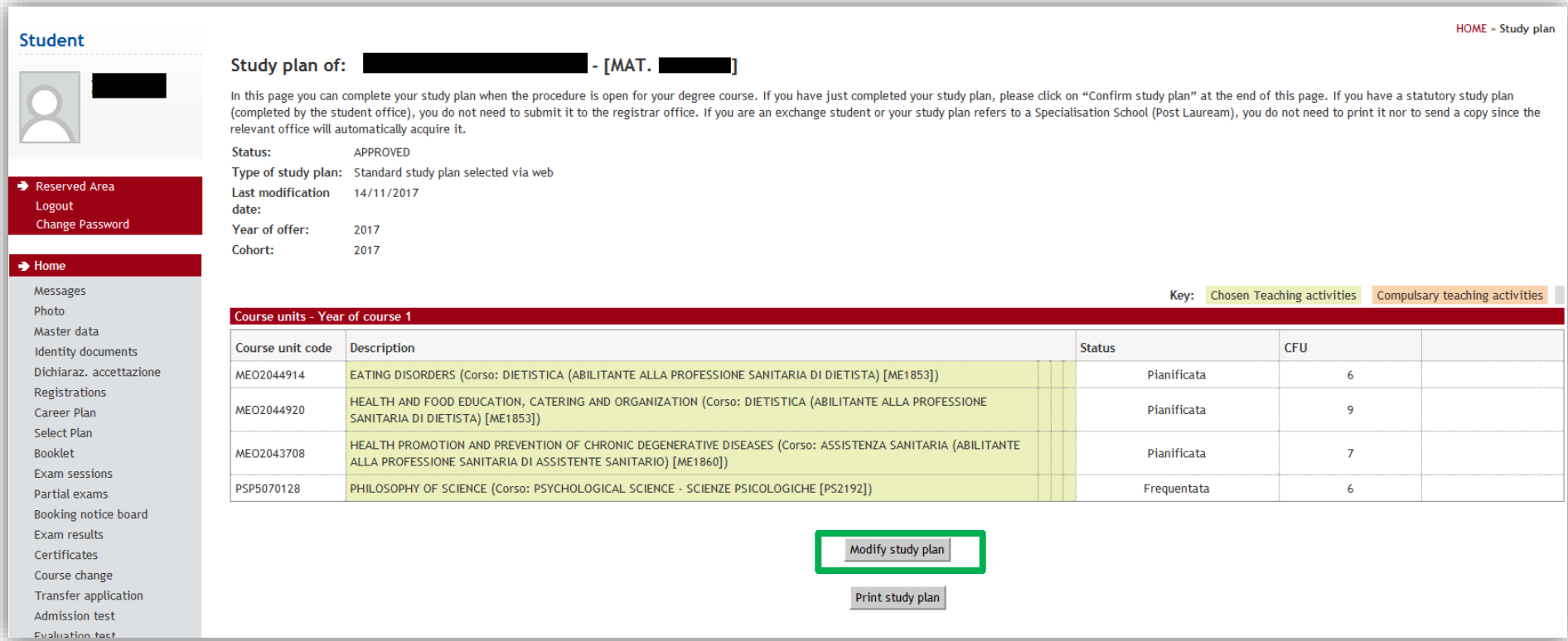


- The course units you have selected in your Study Plan will appear in your «Booklet».



Step 5 - How to modify your Study Plan

If you want to **change** your Study Plan, access your Uniweb account (https://uniweb.unipd.it/Home.do)
On the left menu, select «Home» and then click on «Career Plan».
Click on «**Modify Study Plan**». You will have to fill in a **NEW** Study Plan and repeat the procedure from the beginning, selecting again ALL the course units of your choice. In fact ***ALL the course units selected in your previous Study Plan will be CANCELLED.***



To request assistence or report errors, write an email to erasmus.incoming@unipd.it

Or contact the ***Erasmus Office at your School / Department***

Or come to the International Relations Office (Palazzo Bo, Via VIII Febbraio 1848, 2 - 35122 Padova) during the public hours:

Monday to Friday: 10 am – 1 pm
Tuesdady and Thursday also 3pm – 4.30 pm