

How to fill out the Study Plan in Uniweb

Teaching Office dSEA



INSTRUCTIONS FOR FILLING OUT THE STUDY PLAN:

<https://www.economia.unipd.it/en/Current-Students-and-Graduates/plan-your-studies-%E2%80%93-study-plan-%E2%80%9Cpiano-di-studio%E2%80%9D>

Current students and graduates > Study plan



Moodle Platform	Exams and Assessment	How to graduate
Course timetables	AgendaWeb	OrariUniPD App
Plan your studies – Study plan ("Piano di studio")	Video tutorials	Alumni



FOR SUPPORT: dSEA Teaching Office

didattica.economia@unipd.it

What is the study plan

In the Italian Higher Education System, your study plan is a pre-set detailed overview of curricular activities (compulsory exams, free choice exams, thesis...) that need to be completed in order to achieve your degree (**120 CFUs**).



STUDY PLAN IS COMPULSORY FOR ALL STUDENTS!
You can only take the exams included in your study plan.

Where to fill out the study plan

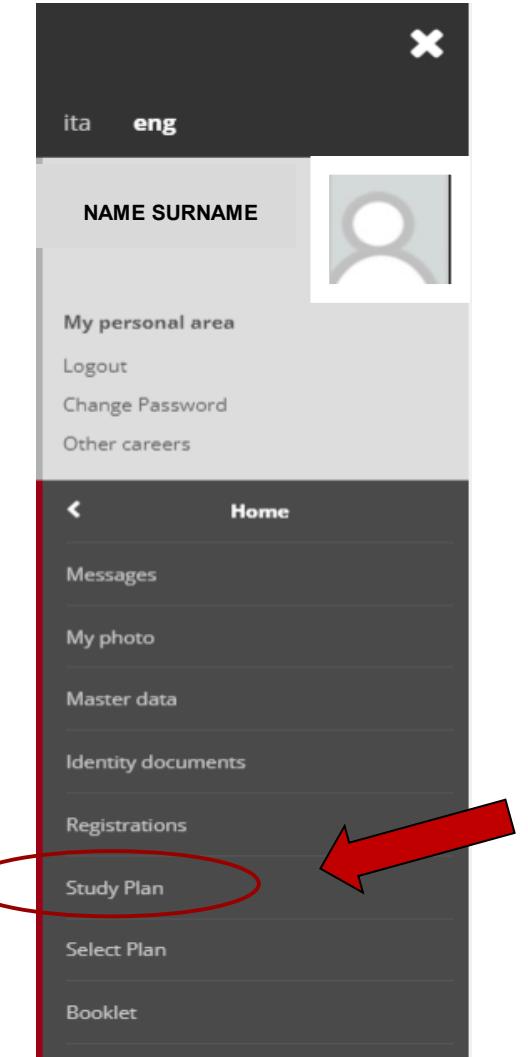


You must complete and confirm your Study Plan online on Uniweb!



https://uniweb.unipd.it/Home.do;?cod_lingua=eng

Menu Uniweb > Home > Study plan



Study plan and online booklet

ONLINE BOOKLET: is the transcript of records of all the exams taken during your career.

You can see the curricular activities in your Booklet only if your study plan is completed and confirmed.

STUDY PLAN

Remember:

- you can register different activities in your online booklet, **HOWEVER, only the completed curricular activities of your study plan** will be considered in order to obtain the required 120 CFUs .
- the process of determining your final graduation mark and GPA depends also from the completed curricular activities of your study plan.

Study plan and booklet online

OFF-PLAN ACTIVITIES

Not all activities that can possibly be a part of a student's Booklet will be actually found in the Study Plan!

Activities in the booklet which are part of your Study Plan are marked with a special icon.

When you fill your study plan and leave "off plan" one or more activities with a registered mark, they will remain stored in your Booklet and will be part of your Transcript of records. They are certifiable and can be used for your CV and other prerequisites.

You can import them back into the Study Plan if needed.

Off-plan activities will not affect the total of 120 CFUs required to get your degree, and will not be included in the final weighted average of your marks.

Study plan and booklet online

"EXTRA" PLAN ACTIVITIES

Extra plan activities are meant to remain off your Study Plan.

You must make a specific request to the Student Careers Office for the upload of such activities as "extra". They will be regularly recorded in your career, but you will not be allowed to add them to your plan.

As off-plan activities, **they will not affect neither the total 120 CFUs nor your final graduation mark**, while they remain certifiable and you can use them for your CV or other prerequisites.

The courses

Master's degrees paths (or «tracks»)

For students enrolled in:

- Accounting Finance and Business Consulting
- Applied Economics

It is possible to change the chosen path/curriculum via Uniweb, following the «Change Path» instructions at the [Study Plan page](#) on our website.

Master's degrees structure

For each path:

- Mandatory exams 1° year
- Mandatory exams 2° year
- 15 CFUs Electives
- Thesis



If you change your path, mandatory exams will be different!
Please be sure to **fill again your study plan if you change path.**

“Automatic approval” or “Requiring approval”?

PLANS WITH «AUTOMATIC» APPROVAL

- **MAE** and **MASFI** students fill out study plans **only** with “automatic approval”. That means your plans are approved as soon as you click on the «Confirm Plan» button.
- The study plan's activities are immediately transferred to the online booklet.
- Study plans with "automatic approval" can be filled out at any time **from 1st October 2025 to 30th August 2026**.

“Automatic approval” or “Requiring approval”?

PLANS «REQUIRING APPROVAL»

- **MAFIB** students fill out study plans with “automatic approval” only when elective courses are chosen among the ones offered by our Master degree courses. They are approved as soon as you click on the «Confirm Plan» button, activities are immediately transferred to the online booklet.
- If elective courses are chosen outside our Department, **MAFIB** students must fill a study plan which will be supervised and approved (...or rejected!) by the Director of the Degree.

ELECTIVES:

- Elective courses must be chosen only among «basic courses», «core courses» or «educational activities in elective or integrative disciplines» (no labs, internships ...)
- Marks must be expressed in the standard 0-30 scale
- The scientific disciplinary sector (SSD) must be defined (for example "SECS-P/07"). Activities with no SSD are not accepted
- The elective courses can not consist of a total or partial reiteration of contents already included in your career

- Electives must be included in the study plan on the academic year in which they are attended
- Students of Master's degree can only choose electives offered by Unipd Master's degree courses or single-cycle degree courses (not Bachelor's)



Note that not all Departments allow students enrolled in other degree programs to include their courses in their study plan as "electives"!

Electives - optional internship

For MAFIB, MAE, MASFI Master Degree courses:

- MAFIB - Accounting Control and Corporate Finance (ACCF) track
- MAFIB - Banking and Finance (BKFIN) track
- MAE
- MASFI

15 CFU free choice activities

15 CFU exams

9 CFU exams + 6 CFU Optional Internship 150 hours
(threshold: 70 CFU)

- MAFIB - Consulenza e Direzione Aziendale (CDA) track

12 CFU free choice activities

only exams

12 CFU mandatory internship (2°semester, 2° year) 300 hours

Platform en.didattica.unipd.it

For more information about electives:
en.didattica.unipd.it



How to fill out the Study Plan

▼ **Information on the course unit**

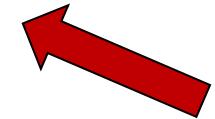
Degree course	Second cycle degree in <u>APPLIED COGNITIVE PSYCHOLOGY</u> PS1978, Degree course structure A.Y. 2021/22, A.Y. 2022/23
Number of ECTS credits allocated	3.0
Type of assessment	Evaluation
Course unit English denomination	SOFT SKILLS FOR THE PROFESSIONAL PRACTICE
Department of reference	<u>Department of General Psychology</u>
E-Learning website	https://psico.elearning.unipd.it/course/view.php?idnumber=2022-PS1978-000ZZ-2021-PSP9085820-N0
Mandatory attendance	No
Language of instruction	Italian
Branch	PADOVA
Single Course unit	The Course unit CANNOT be attended under the option Single Course unit attendance
Optional Course unit	The Course unit is available ONLY for students enrolled in <u>APPLIED COGNITIVE PSYCHOLOGY</u>
Course unit for Erasmus students	The course unit CANNOT be attended by Erasmus+ or other exchange students

 bring this page with you

Platform en.didattica.unipd

For more information about electives:
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▼ ECTS: details			
Type	Scientific-Disciplinary Sector	Credits allocated	
Educational activities in elective or integrative disciplines	SECS-P/01 Political Economy	12.0	



Single Course unit

The Course unit CANNOT be attended under the option Single Course unit attendance



Optional Course unit

The Course unit can be chosen as Optional Course unit

Course unit for Erasmus students

The course unit can be attended by Erasmus+ and other exchange students



If the educational activity is eligible as “elective”, Uniweb will show it among those listed by clicking on “Add activity”

Electives - Activities carried out during mobility abroad

If you have to add to your plan “free choice / elective exams” taken during mobility abroad:

- Wait for the activities to be registered in the online booklet
- Fill your study plan as usual, as you get to the elective CFUs' Uniweb section, click the "Add activity" button
- The "Add activity" button shows all the exams already registered in your career, even though not yet inserted in your Study Plan
- Select, among the activities listed under this button, the activities that you chose to import in the "electives CFUs" section
- Fill out the Study Plan and remember to click on "Confirm plan"

Attention!



- **Click on the "Confirm plan" button** when you have completed filling out your study plan, otherwise all the work done will be **lost** and the plan will remain in "draft".
- A "draft" plan is a **NOT** a submitted plan.
- Print and save a copy of your study plan and keep it as a memo.
- Check your confirmed study plan carefully before submitting the degree application! Remember that once the degree application has been submitted on Uniweb, **the study plan can NOT be furtherly modified**.

For further information



didattica.economia@unipd.it

Recording of the meeting and Slide on:

economia.unipd.it/en > Current students > Study Plan



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and on Moodle:

Moodle > dSEA > Student Area > Orientation and Tutoring > Tutoring Service

<https://sesp.elearning.unipd.it/course/view.php?id=480>