



## STUDY PLANS

### General rules

- Filling out your Study Plan in Uniweb is **MANDATORY**.
- Students enrolled from 2017/18 onwards must fill out the Study Plan for the entire three-year period, if they are enrolled on a First Cycle degree course, or two-year period, if they are enrolled on a Second Cycle degree course.
- To fill out the Study Plan it is necessary to refer to the 'Outline for the Study Plan' (Manifesto degli Studi) of the degree course referring to the year of enrolment in the course (= year of cohort).  
**ATTENTION:** students who have switched to the **new ordinamento abilitante** must refer to the 'Outline for the Study Plan' (Manifesto degli Studi) **ord. 2023 cohort 2023**.
- The Study Plan can be of two types: **AUTOMATICALLY ACCEPTED** or **TO BE APPROVED**
  - **AUTOMATICALLY ACCEPTED (Automatic approval):** the student selects the optional teaching units (free credits) among those provided in the current year, only in Psychology degree courses. As a rule, students enrolled in a First Cycle degree course are not allowed to choose activities scheduled for Second Cycle degree courses and vice versa (check your Manifesto for any further constraints).  
The Study Plan completed in this way will be automatically approved.  
**You must click on CONFIRM** at the end of the process (do not leave it in Draft status). Print the Study Plan ONLY as a possible reminder.  
The Automatically accepted Study Plan will be loaded into the student's career automatically.
  - **TO BE APPROVED (Plan submitted for evaluation/approval by the Chair of the Degree Course):** in this case the student selects, as optional teaching units (**free credits**), educational activities that are also active in other degree courses of the University outside the School of Psychology.  
**You must click on CONFIRM** at the end of the process (do not leave it in Draft status). The Study Plan will be automatically sent online to the Chair/Referent of your Degree Course for evaluation and subsequent online approval, exclusively **within the opening period of the procedure (see below)**. The student will receive an email informing him/her whether the plan has been approved or rejected.
- The difference between an **automatically accepted** study plan and a study plan **to be approved**, therefore, relates solely to the origin of the free credits.
- **FREE CREDITS:** free-choice activities range from a minimum of 12 credits (cfu) to a maximum of 24 cfu. If you do not wish to take those exceeding the minimum of 12 cfu, you must remove them from your study plan during the opening periods of the study plan amendment procedure, before submitting your degree application.  
**PLEASE NOTE:** it is normal that exams removed from the study plan continue to appear in the online booklet, but this is not a problem: these will be marked as 'supernumerary', and therefore excluded from the calculation of the final mark by the Careers Office at the time of pre-graduation checks.
- If the degree course is organised in two different curricula/pathways, it is not possible to request a customised plan that mixes the activities of the two curricula/pathways.
- It is not possible to request a change of channel in the case of a course being channelled, nor is it possible to request a change of the matriculation number assigned by the Careers Office.



- The Study Plan can only be filled out during the following periods:

**Automatically accepted Study Plans: from 04/12/2023 to 31/07/2024**

**Plans to be approved: from 04/12/2023 to 31/12/2023  
and from 01/04/2024 to 30/04/2024**

- **ALL EXAMINATIONS MAY ONLY BE TAKEN AFTER SUBMISSION/APPROVAL OF THE STUDY PLAN.**
- It will be the student's responsibility to check that the correct study plan has been uploaded in the career before the exam session (if there are any anomalies, please report them to the following address: [pianidistudio.psicologia@unipd.it](mailto:pianidistudio.psicologia@unipd.it)).
- **LABORATORIES:** if your degree course includes one or more laboratories, you must indicate your choice when filling out your study plan, but enrolment must be carried out in the course's Moodle page. If you enroll in the Moodle page in a different laboratory than the one previously indicated in the study plan, you must update the study plan as soon as possible, within the opening periods of the procedure.

**PLEASE NOTE: once the graduation application has been submitted, the study plan CANNOT be changed.** Even in the case of Study Plan to be approved, approval must be prior to the submission of the degree application. It is suggested, in this case, to fill it out in the early part of the opening period.