



UNIVERSITÀ
DEGLI STUDI
DI PADOVA



School of Psychology

Study Plan Guidelines

School of Psychology
A.Y. 2022/2023



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What is a Study Plan?

The study plan is the complete set of exams you must carry out in order to earn the credits (CFU/ECTS) required to graduate.

Each Degree Course provides a number of learning activities (teaching units, workshops, other activities): some are compulsory, others are optional. The sum of the compulsory and optional activities represents your Study Plan.

Filling out your Study Plan is **mandatory**.



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You must fill out your Study Plan according to the 'Outline for a Study Plan' (*Manifesto degli Studi*) of your Degree Course and to the rules related with your enrollment year.

You will find the 'Outlines for the Study Plan' (*Manifesti degli Studi*) at <http://psicologia.unipd.it/manifesti-degli-studi>.

Since A.Y. 2017/2018, the Study Plan must be filled out with all the learning activities scheduled for the whole three-year duration of your First Cycle Degree Course (*Laurea Triennale*) or for the whole two-year duration of your Second Cycle Degree Course (*Laurea Magistrale*).



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You can choose between **two types** of Study Plan:

1. Automatically accepted Study Plan: you can select your optional teaching units among all those of the current year belonging to any Degree Course of the School of Psychology. Once you confirm your Study Plan, it will be automatically approved.

2. Study Plan to be approved: you can select your optional teaching units not only among the teaching units belonging to the Degree Courses of the School of Psychology, but also among those of other Degree Courses of Padua University. Once you confirm your Study Plan, it will be automatically delivered to the Chair of the Degree course (or the professor in charge of the evaluation) for the approval. You will receive an email with the outcome of the evaluation.



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Please Note:

- If you are a First Cycle Degree student, you can select as optional credits only teaching units from First Cycle Degree Courses;
- If you are a Second Cycle Degree student, you can select as optional credits teaching units from:
 - the Second Cycle Degree Courses of the School of Psychology;
 - First and Second Cycle Degree Courses of the other Schools of Padua University.
- You cannot select laboratories as optional credits.

Please check if further restrictions are specified in the 'Outline for a Study Plan' (*Manifesto*) of your Degree Course.



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Submission periods

1. Automatically accepted Study Plans:

from 03 October 2022 to 30 June 2023

2. Study Plans to be approved:

from 15 October 2022 to 15 November 2022

and

from 15 March 2023 to 15 April 2023



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PAY ATTENTION:

- It is your responsibility to check whether the correct Study Plan has been loaded in your online track before exam sessions start.
- **You cannot take an exam if you have not submitted your Study Plan and/or it has not been approved yet.**
- If you are a First Cycle Degree student, during the first year you can only take your first-year exams. During the second year, you can take your second-year and third-year exams. Only if you have already achieved all the 60 CFU of the first-year activities, you can ask to be allowed to anticipate your second-year exams by writing to pianidistudio.psicologia@unipd.it.
- If you are a Second Cycle Degree student, during your first year you can also take your second-year exams.



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PAY ATTENTION:

- It is not possible to anticipate second-year/third-year exams of newly established Degree Courses.
- If your Degree Course has changed its Ordinamento year, you cannot automatically anticipate your exams: please contact pianidistudio.psicologia@unipd.it.
- According to the 'Outlines for a Study Plan' (*Manifesti*), the optional credits are **12**, but you can reach a maximum of **24**.
- If you added to your Study Plan some optional exams you won't take because they are in excess, you have to remove them from your Study Plan during the submission periods.
- Automatically accepted Study Plan can be modified at any time during the period in which they are open (i.e., from 03 October 2022 to 30 June 2023)
- **Once you gave submitted the graduation application, you will not be further allowed to make any change to your Study Plan.**



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In order to fill out your Study Plan, go to

<https://uniweb.unipd.it>

and log in with your unipd email credentials
(name.surname@studenti.unipd.it)



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Open the menu on the top right and click on «Home»:

Welcome NOME COGNOME(Student ID: 9999999)

Welcome to your reserved area.
In order to edit your personal details click on "Home" --> "Master data"
Information about your degree course and course units are available on the website <http://didattica.unipd.it>

Notices

We have detected phishing attempts to steal users' credentials through their university email account. Please ignore and cancel any message asking you to send your personal details by email, as University of Padova system administrations will never request information by email.

Personal details Show details ▶

Control panel Hide details ▼

Process	Status	To do list
Fees	● situazione regolare	display
Career plan	● editable	study plan
Available terms	● 0 available terms	
Term registration	● 0 bookings	

Student status

Messages

Personal messages

Sender	Title	Date
No messages		

Home

Logout

Change Password

Certificazione Unica

Right to university studies, disability disclosure, summer courses

Course Registration

Diploma attainment

Tirocini e stage

Apply as an exchange student

Iniziativa

International mobility

Questionnaires



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Then click on «Study Plan»:

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Control panel Hide details ▼

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Student status

Messages

Personal messages

Sender	Title
	No messages

Navigation menu (Home):

- Messages
- My photo
- Master data
- Identity documents
- Registrations
- Study Plan**
- Select Plan
- Booklet
- Exam sessions
- Partial exams



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Helpful email addresses:

pianidistudio.psicologia@unipd.it

international.psychology@unipd.it