



ALMA MATER STUDIORUM – UNIVERSITÀ DI BOLOGNA

INSTRUCTIONS TO FILL IN YOUR STUDY PLAN

WHAT'S THE ONLINE STUDY PLAN? (and why is it compulsory...)

The study plan is the list of courses that you wish to follow based on your approved Learning Agreement. It is necessary in order to sit exams and record your marks. The study plan has to be filled in online through the service **Piani di studio web**.

It is compulsory to fill it in **before** sitting the exams because only after filling your study plan you'll be able to register for exams and professors will be enabled to record them.

Almaesami, the system for registering for and recording of exams works only for those exams which are already included in your study plan.

It is possible to change your study plan at any time by adding or deleting course units; but if you are adding a course unit, you must do it before the exam!

In order to find the list of course units you can check the university website www.unibo.it under the link *Teaching activities >> academic programmes* in the grey column on the left of the home page. If you need some help in choosing the right course unit please ask your exchange coordinator or the *Uffici didattici* of your faculty.

HOW TO SUBMIT YOUR ONLINE STUDY PLAN

Go to the students online services of www.unibo.it or to your personal homepage in AlmaRM – Accesso studenti or directly connect to the web page <https://piani.unibo.it> and type in your username and password. Use the blue buttons to browse.

To choose the course units you wish to attend click on

Presenta il piano

and on the next page

Aggiungi

You can select the course units by faculty, course unit name, professor, degree programme filling in the relative field and clicking on

Cerca

You will see the course units in alphabetical order along with the Professor that teaches them, the code and the name of the degree programme they belong to, the credits and the Faculty. Sometimes the same Professor teaches the same course unit for different degree programmes. In this case the same course unit is listed more times.

To choose the right course unit pay attention to the name of the professor and to the amount of credits assigned to it. If you find two or more course units with the same name, taught by the same professor and with the same amount of credits you must check that the course unit you are choosing belongs to the right degree programme.

e.g.

Insegnamento/Course unit	Professor/ Docente	Degree programme/ Corso di laurea	Credits/CFU	Facoltà/Faculty
ELEMENTI DI INGEGNERIA ELETRICA T	BRESCHI MARCO	0918-INGEGNERIA CHIMICA E BIOCHIMICA	9	INGEGNERIA

You can find integrated courses made of two or more sub-units (the so called C.I. = Corso Integrato). For instance:



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29953 - AGRONOMIA AMBIENTALE, MALERBOLOGIA ED ELEMENTI DI METODOLOGIA SPERIMENTALE (C.I.)

is made of three sub-units:

29954 - AGRONOMIA AMBIENTALE
Vicari Alberto 5 ECTS

24488 - MALERBOLOGIA
Catizone Pietro 3 ECTS

29960 - METODOLOGIA SPERIMENTALE ED ANALISI DEI DATI
Ventura Francesca 3 ECTS

You can load in your online study plan the whole integrated course and sit the whole exam or one or more single sub-units and sit the single exams (always check with your tutor about this options). To be sure you are loading the right sub-unit check the name of the professor, the code of the degree programme and the credits. Furthermore check that the name of the course unit be separated by the name of the sub-unit by a dash (C.I. – Sub-Unit)

e.g., if you want to select “Malerbologia”, you have to look for

Sub-Unit/ Insegnamento	Professor/ Docente	Degree Programme/ Corso di laurea	Credits/CFU
AGRONOMIA AMBIENTALE, MALERBOLOGIA ED ELEMENTI DI METODOLOGIA SPERIMENTALE (C.I.) - MALERBOLOGIA	CATIZONE PIETRO	0878-SCIENZE E TECNOLOGIE AGRARIE	3

If you do not want to choose any course unit click on

Torna all'elenco

When you are sure that you have identified the right course unit or sub-unit click on the white square at its side and it will be automatically added to your study plan. You will see the list of the chosen course units:

Elenco insegnamenti scelti

0918- 29904 - ELEMENTI DI INGEGNERIA ELETTRICA T - 2010

The first 4 digits code on the right identifies the degree programme, the second 5 digits code identifies the subject. 2010 identifies the Academic Year 2010-2011 in which you submit your study plan.

If you want to remove a course unit click on the corresponding button

If you wish to submit your study plan click on

Avanti

and then save it clicking on

Salva

Once you have saved your study plan the session ends. You can print out a document that will include your personal data, the full list of the selected course units, the credits for each course unit and the total number of credits.

If you do not wish to submit the plan nor save the changes you have made click on “Logout”.

The exams that you have filled in your study plan are automatically loaded on **AlmaEsami**. You can find AlmaEsami among the students online services of www.unibo.it or in your personal homepage in AlmaRM – Accesso studenti or you can connect to <https://almaesami.unibo.it/> to register for exams and to check the exams recording.