

PIANO di studio – STUDY PLAN TUTORIAL - FIRST YEAR

- THE “PIANO DI STUDIO” IS THE ANNUAL UNIVERSITY WORK PLAN FOR EACH STUDENT. IT IS THE SET OF ALL EXAMS YOU MUST TAKE IN ORDER TO GRADUATE.
- YOU CAN SUBMIT YOUR STUDY PLAN ON THE FOLLOWING LINK:
<HTTPS://SERVIZIONLINE.UNIGE.IT/STUDENTI>
- WHERE EXACTELY

The screenshot displays the 'Servizi Online' portal for the University of Genoa. On the left, a vertical menu lists various services, with 'Carriera' highlighted by a red circle. A red arrow originates from this circle and points to the 'Piani di studio' link within the 'Carriera' section on the right side of the page, which is also circled in red. The 'Carriera' section includes links for 'La tua carriera', 'Gestione prenotazione esami', 'Media voti/ Lista crediti', 'Piani di studio', 'Richiesta di riconoscimento carriera precedente', 'Valutazione della didattica', and 'Attività Professionalizzanti di Medicina'. The top of the page features the university's logo and the text 'UNIVERSITÀ DEGLI STUDI DI GENOVA' and 'Servizi Online'.

- WHEN? DEADLINE FOR ACADEMIC YEAR 2020-2021: OCTOBER 2020 (THE EXACT DATE WILL BE COMMUNICATED AT THE BEGINNING OF THE FIRST SEMESTER)
 - HARD DEADLINE!
- THERE ARE 2 DIFFERENT PATTERNS: “STANDARD” AND “INDIVIDUALE”. CHOOSE “STANDARD” IF YOU FOLLOW THE SYLLABUS AND YOU DO NOT INCLUDE EXTRA COURSES. CHOOSE “INDIVIDUALE” IF YOU WANT TO INCLUDE SUBJECTS NOT LISTED IN THE SYLLABUS, OR EXTRA SUBJECTS. READ FOLLOWING INFORMATION ABOUT STANDARD AND INDIVIDUAL STUDY PLAN.

STANDARD STUDY PLAN

YOUR STUDY PLAN IS STANDARD WHEN IT IS IN LINE WITH THE OFFICIAL CURRENT PROGRAMME. MANDATORY SUBJECTS ARE AUTOMATICALLY ALREADY ADDED TO YOUR STUDY PLAN, BUT YOU CAN CHOOSE AMONG SOME CHARACTERIZING AND ELECTIVE SUBJECTS.

NOTE

IF YOU DON'T SAVE THE CHOICES BY CLICKING "SALVA INSEGNAMENTI SELEZIONATI", THE SELECTED COURSES WON'T BE IN "PIANO DI STUDI".

IF YOU DON'T CONFIRM "PIANO DI STUDI" AT THE END OF THE PROCEDURE, IT WON'T BE UPLOADED ON YOUR ONLINE PROFILE.

CONCLUSION

AFTER THE COMPILATION, BY SELECTING "TORNA AL PIANO", YOU WILL SEE YOUR ACADEMIC PLAN AND THE TOTAL AMOUNT OF ECTS (CFU IN ITALIAN). IF YOU SEE RED NUMBERS PROBABLY YOUR ACADEMIC PLAN IS NOT COMPLETE AND YOU MUST CORRECT IT.

CHANGES TO STUDY PLAN AFTER SUBMISSION

ONCE THE STUDY PLAN IS SUBMITTED, IT IS NO LONGER POSSIBLE TO MAKE CHANGES. HOWEVER, IT IS POSSIBLE TO REQUEST SOME CHANGES WITHIN A SPECIFIC SCHEDULE THAT IS COMMUNICATED EACH YEAR. BE SURE TO ASCERTAIN WHETHER YOUR PROPOSED CHANGES PRODUCE ALLOWED STUDY PLAN, I.E. IN TERMS OF CREDITS OF VARIOUS TYPES. UPON SUBMISSION AND APPROVAL BY THE COORDINATOR AND THE TEACHING OFFICE

Piano di Studio INDIVIDUALE

YOUR PIANO DI STUDIO IS NOT IN LINE WITH THE OFFICIAL SYLLABUS AND REQUIRES CHANGES (E.G., YOU CHOOSE SUBJECTS NOT IN THE OFFICIAL PROGRAMME OR THERE ARE SUBJECTS YOU DO NOT WANT TO SELECT).



AT THE BOTTOM OF THE PAGE, CLICK ON THE BUTTON "CHANGE THE STUDY PLAN PATTERN":

- FILL IN THE WHOLE LIST OF SUBJECTS, INCLUDING THE COMPULSORY ONES, WHICH ARE NOT AUTOMATICALLY INCLUDED. ADD TO YOUR STUDY PLAN THE REQUESTED CHARACTERIZING SUBJECTS (SEE ABOVE IN THE PROGRAMME TABLE) AND ASK TO SUBSTITUTE ANY OF THE ELECTIVE COURSES WITH A DIFFERENT UNIGE COURSE. DON'T FORGET TO SPECIFY ALL THE COURSES ATTRIBUTES REQUESTED (E.G., THE SUBJECT CODE, THE TYPE AND THE NUMBER OF CREDITS)
- YOU CAN ALSO ADD EXTRA COURSES, CLASSIFYING THEM WITH THE LABEL "FUORI PIANO". REMEMBER THAT YOU CAN CHOOSE MAX 12 CFU "FUORI PIANO"
- YOUR CHOICES WILL BE SUBMITTED FOR APPROVAL
- IF YOUR PERSONAL STUDY PLAN IS APPROVED, YOU WILL BE ABLE TO SEE IT IN YOUR ONLINE PAGE. IF ADJUSTMENTS ARE NECESSARY, THE TEACHING OFFICE WILL CONTACT YOU IN ORDER TO REDEFINE IT

NOTE

IF YOU DON'T SAVE THE CHOICES BY CLICKING "SALVA INSEGNAMENTI SELEZIONATI", THE SELECTED COURSES WON'T BE IN "PIANO DI STUDI".

IF YOU DON'T CONFIRM "PIANO DI STUDI" AT THE END OF THE PROCEDURE, IT WON'T BE UPLOADED ON YOUR ONLINE PROFILE.

CONCLUSION

AFTER THE COMPILATION, BY SELECTING "TORNA AL PIANO", YOU WILL SEE YOUR ACADEMIC PLAN AND THE TOTAL AMOUNT OF ECTS (CFU IN ITALIAN). IF YOU SEE RED NUMBERS PROBABLY YOUR ACADEMIC PLAN IS NOT COMPLETE AND YOU MUST CORRECT IT.

CHANGES TO STUDY PLAN AFTER SUBMISSION

ONCE THE STUDY PLAN IS SUBMITTED, IT IS NO LONGER POSSIBLE TO MAKE CHANGES. HOWEVER, IT IS POSSIBLE TO REQUEST SOME CHANGES WITHIN A SPECIFIC SCHEDULE THAT IS COMMUNICATED EACH YEAR. BE SURE TO ASCERTAIN WHETHER YOUR PROPOSED CHANGES PRODUCE ALLOWED STUDY PLAN, I.E. IN TERMS OF CREDITS OF VARIOUS TYPES. UPON SUBMISSION AND APPROVAL BY THE COORDINATOR AND THE TEACHING OFFICE