



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# How to fill in the Study Plan: a short guide



Department of Political Science, Law and International Studies (SPGI)



# What is a Study Plan

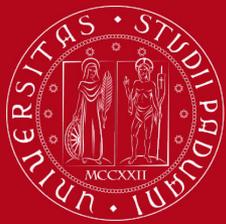
The **Study Plan** is the complete list of educational activities (exams, laboratories, internships or other activities) required to graduate. Each degree programme includes a number of educational activities such as course units, workshops, internships or other activities. Some of them are **compulsory**, others are **optional** (choosing between) or **electives** (free choice).



*The Study Plan is valid for **one year** and refers **only** to the academic year in which the student is enrolled.*

*Second-year students will have to resubmit it in order to include the second-year activities.*





# What is a Study Plan

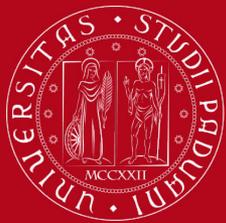
Study Plans can be of two different types:

- **Automatically approved Study Plan** *or*
- **Study Plan subject to the approval of the Master Degree Council**

In the **automatically approved Study Plan**, the elective course units are selected from those recommended by the **Educational Rules of the Study Programme**.

The Study Plan, once confirmed by the student, is automatically approved.

- Here is Human Rights and Multi-Level Governance's [list of elective exams](#).
- Here is European and Global Studies' [list of elective exams](#).

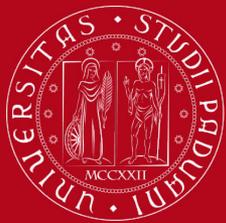


# What is a Study Plan

In the **Study Plan subject to the approval of the Master Degree Council** the student has the possibility to insert in the Study Plan course units that are not among those recommended by the Educational Rules of the Study Programme but from the entire [UNIPD catalogue](#).



The Study Plan will be evaluated by the competent Master Degree Council in order to be approved. It can be approved only **after** the Study Plan submission closure dates. The student will receive an automatic notification by email.



# When to present the Study Plan

The **time windows** for presenting the Study Plan **vary** depending on the kind of Study Plan:

- **Automatically approved:** November 1 – June 15.
- **Subject to the approval of the Master Degree Council:** November 1 – November 30 and April 1 – April 30.



Find out more [here](#).

The Study Plan must be filled in and presented via [UNIWEB](#), which is accessed using your University credentials (username and password).

Once presented your Study Plan, you will be able to sign up for exams and record the grades.

**The submission of the Study Plan is compulsory.**

Please be aware that you cannot take an exam if you have not submitted your study plan and/or it has not been approved yet.





## Step 1. Access on Uniweb

- Open the [Home Page](#) of Uniweb
- Click on **“Login”**

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

ita eng

My personal area

Registration

Login

Forgotten password

Didactics >

Exams >

Companies Area >

**ADVISE**

**Coronavirus**

Teachings, exams and final assessments are organised according to the relevant teaching structures following university guidelines and COVID-19 protocols. For further information please go to <https://aiutididattica.unipd.it/>

**Fill in the Good Practice questionnaire**

Dear Student,

- Enter your credentials

SSO

UNIVERSITÀ DEGLI STUDI DI PADOVA

IDP UNIPD - SINGLE SIGN ON

Nome utente:

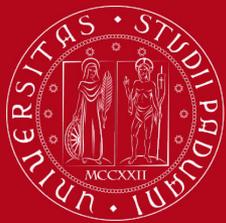
Password:

Accedi

@unipd.it

@studenti.unipd.it

Hai bisogno d'aiuto?



## Step 2. Start the procedure

- Once logged in, from “Home” click on “Study Plan”



Welcome [redacted]

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>

Personal details	Show details ▶	Student status	Show details ▶
Control panel	Hide details ▼	Messages	Hide details ▼

Process	Status	To do list
Fees	● situazione regolare	<a href="#">display</a>
Career plan	● editable	<a href="#">study plan</a>
Available terms	● 0 available terms	
Term registration	● 0 bookings	

Sender	Title	Date
uniweb@mail.uniweb.unipd.it	<a href="#">Compilazione piani di studio Dipartimento SPGI</a>	25/10/2022

[other messages](#)



# How to fill in the Study Plan

- Click on «**New Study Plan**»

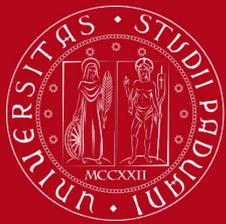


» Study plan

Study plan of: [REDACTED]

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on “Confirm study plan” at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchange student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

New study plan



# How to fill in the Study Plan

- At this point, you can choose the type of Study Plan: automatically approved (first option) or subject to approval by the Master Programme Committee (second option).  
To choose the first option, click on '**automatically approved study plan**' and then click on "OK"

The guided procedure allows to include educational activities according to the rules established by the Master Programme Regulation.

Scelta Schema di Piano, Universit

uniweb.unipd.it/auth/studente/Piani/PianiControllaAccesso.do;sessionid=70A40CAFE5E3185BE2199B7439A615FC;jvm4a

Gmail YouTube Maps Translate

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

» Piano\_Carriera » Scelta Schema di Piano

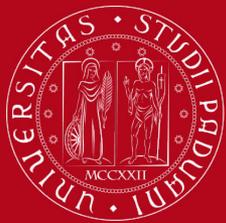
Choice of the course units: [REDACTED]

In order to complete your study plan, please select now one of the following plans and click on "ok"

Study plans

	Description	Apri
<input checked="" type="radio"/>	GSPAUT21 - EGOS GSP AUTOMATICALLY APPROVED STUDY PLAN COORTE 21 Track:GLOBAL SOCIAL POLICIES AND SECURITY ISSUES	
<input type="radio"/>	GSPPRO21 - EGOS GSP STUDY PLAN SUBJECT TO COUNCIL APPROVAL, COORTE 21 Track:GLOBAL SOCIAL POLICIES AND SECURITY ISSUES	

OK



- Click on **"Proceed to complete your Study Plan"**

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[» Piano di studio](#) » [Stampa Manifesto](#)

Study plan of [REDACTED]

## NOTICE

Before completing your study plan, please consult the Manifesto degli Studi or official overview of the educational offer of your degree course.

AUTOMATICALLY APPROVED STUDY PLAN WILL BE LOADED ON YOUR BOOKLET WHEN YOU WILL HAVE COMPLETED THE STUDY PLAN AND CLICKED ON "CONFIRM".

STUDY PLAN SUBJECT TO EVALUATION (WHEN ENVISAGED) WILL BE LOADED ON THE BOOKLET WHEN THE COMMISSION WILL HAVE APPROVED IT.

## STUDENTS OF SPECIALISATION SCHOOLS (POST LAUREAM)

:

The study plan you are going to complete does not need to be approved by the School. If you need information about "activity freely chosen by the students", please contact the educational office of your School.

[Proceed to complete your study plan](#)



- You may meet mandatory rules → in this case you do not have to select any educational activity but simply click on "**NEXT RULE**".

» Piano di Studio » Rule

## Choice of the course units – [REDACTED]

### PLEASE NOTE

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

### Rule - No.1 - Year of course1

All students are required to submit a study plan. You are advised to follow the regulations ("regolamento didattico") of your Degree Course which can be found on the Department web site. As you compile each page, click on "REGOLA SUCCESSIVA" (next rule) to continue. Once the plan has been completed, click on "CONFERMA" to save all your choices (or they will be lost). You can only print or modify the plan once it has been confirmed.

COMPULSORY FIRST YEAR COURSES - Compulsory educational activities:

- CONTEMPORARY POLITICAL CONCEPTS ANALYSIS (C.I.) (EPQ0090198) - 04/08/2022 - 28/30 - [ CFU: 12 ]
- ENGLISH AS A GLOBAL LANGUAGE (EPQ1096242) - 04/08/2022 - 29/30 - [ CFU: 6 ]
- EU AND INTERNATIONAL LAW (EPP8084215) - 04/08/2022 - 27/30 - [ CFU: 9 ]
- PUBLIC MANAGEMENT AND MULTI-LEVEL GOVERNANCE (EPP8084279) - 04/08/2022 - 24/30 - [ CFU: 9 ]
- SOCIAL AND POLITICAL RESEARCH METHODS (EPP9086051) - [ CFU: 6 ]
- TERRORISM AND SECURITY IN INTERNATIONAL HISTORY (EPP8084280) - 04/08/2022 - 28/30 - [ CFU: 9 ]

Next rule

### Information about the study plan you are completing

Percorso di Studio GLOBAL SOCIAL POLICIES AND SECURITY ISSUES  
scelto:  
Year of offer: 2022  
Cohort: 2021



# How to fill in the Study Plan

- You may also meet rules in which you must indicate which educational activities you are going to choose between (optional courses: i.e. Economic Globalisation and Human Rights, **OR** Economics of Human Capital)

» Piano di Studio » Rule

## Choice of the course units - [REDACTED]

**PLEASE NOTE**  
The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

**Rule - No.6 - Year of course2**  
GSP SECOND YEAR CHOOSING BETWEEN - Choose exactly 6 CP from among the following exams

**Rule options:**  
 VIOLENT EXTREMISMS AND ORGANIZED CRIME IN HISTORICAL PERSPECTIVE (EPQ1096241) - [ CFU: 6 ]  
 WORK, MIGRATION AND GLOBALIZATION (EPQ1096240) - [ CFU: 6 ]

CFU Min: 6 CFU Max: 6

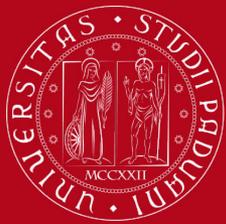
Previous rule

Next rule

**Information about the study plan you are completing**  
Percorso di Studio: GLOBAL SOCIAL POLICIES AND SECURITY ISSUES  
scelto:  
Year of offer: 2022  
Cohort: 2021

**Activities formerly selected**  
List of teaching activities you have selected while completing your study plan. They are classified by year of course and ordered by code.

Course units - Year of course 1			
Code	Description		
EPQ090198	CONTEMPORARY POLITICAL CONCEPTS ANALYSIS (C.I.)		
EPQ1096242	ENGLISH AS A GLOBAL LANGUAGE		
EPP8084215	EU AND INTERNATIONAL LAW		
EPP8084279	PUBLIC MANAGEMENT AND MULTI-LEVEL GOVERNANCE		
EPP9086051	SOCIAL AND POLITICAL RESEARCH METHODS		
EPP9086052	TECHNICAL AND SECURITY INTERNATIONAL HISTORY		



For the choice of free credits/electives courses you have two options:

1. AUTOMATICALLY APPROVED STUDY PLAN → you can choose from 12 up to 18 CFU/ECTS between courses from the faculties listed here:

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

» > [Study plan](#) > Course units choice

## Choice of the course units – Study plan of [REDACTED]

This page shows the list of the degree courses: click on one of them to see the teaching activities it offers.

- [D210000] - DEPARTMENT OF BIOLOGY**
  - [\[SC1177\] Sanitary Biology](#)
  - [\[SC1178\] NATURAL SCIENCE](#)
  - [\[SC1179\] EVOLUTIONARY BIOLOGY](#)
  - [\[SC1731\] INDUSTRIAL BIOTECHNOLOGY](#)
  - [\[SC2445\] MOLECULAR BIOLOGY](#)
  - [\[SC2596\] MARINE BIOLOGY](#)
  - [\[SC2650\] ENVIRONMENTAL SUSTAINABILITY AND EDUCATION](#)
- [D160000] - DEPARTMENT OF AGRONOMY, FOOD, NATURAL RESOURCES, ANIMALS AND THE ENVIRONMENT**
  - [\[AG0063\] AGRICULTURAL SCIENCE AND TECHNOLOGY](#)
  - [\[AG0064\] FOOD SCIENCE AND TECHNOLOGY](#)
  - [\[AG0065\] ANIMAL SCIENCE AND TECHNOLOGY](#)
  - [\[AV2190\] ITALIAN FOOD AND WINE](#)
  - [\[AV2293\] SUSTAINABLE AGRICULTURE](#)
  - [\[FD3211\] LAND AND ENVIRONMENT SCIENCE AND TECHNOLOGY](#)
- [D270000] - DEPARTMENT OF GENERAL PSYCHOLOGY**
  - [\[PS1089\] CLINICAL PSYCHOLOGY](#)
  - [\[PS1091\] NEUROSCIENCE AND NEUROPSYCHOLOGICAL REHABILITATION](#)
  - [\[PS1932\] COGNITIVE NEUROSCIENCE AND CLINICAL NEUROPSYCHOLOGY](#)
  - [\[PS1978\] APPLIED COGNITIVE PSYCHOLOGY](#)
- [D140000] - DEPARTMENT OF INDUSTRIAL ENGINEERING**
  - [\[IN0518\] MECHANICAL ENGINEERING](#)
  - [\[IN0523\] MATERIALS ENGINEERING](#)
  - [\[IN0526\] AEROSPACE ENGINEERING](#)
  - [\[IN0530\] CHEMICAL AND PROCESS ENGINEERING](#)
  - [\[IN1979\] ELECTRICAL ENERGY ENGINEERING](#)
  - [\[IN2291\] CIVIL AND INDUSTRIAL SAFETY ENGINEERING](#)
  - [\[IN2595\] ENERGY ENGINEERING](#)
  - [\[IN2646\] CHEMICAL AND PROCESS ENGINEERING](#)
  - [\[IN2647\] MATERIALS ENGINEERING](#)



# How to fill in the Study Plan

2. STUDY PLAN SUBJECT TO APPROVAL → the first 5 rules are the same. Then, the following page will show up and you can click on **"Add Activity"**



Uniweb



# > [Study plan](#) > Choice of the course units

## Choice of the course units – [REDACTED]

If the rule has not been fulfilled, you will be asked to select a degree course to display the list of the course units of each course track. If the rule is optional, you can skip forward to the next one.

### PLEASE NOTE

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

The sum of the choices made from the following rules must be between 12 - 18 CFU

- Rule No.8: AUTOMATICALLY APPROVED OPTIONAL COURSES Selected: 6 CFU
- Rule No.9: OPTIONAL COURSES FROM OTHER MASTER COURSES Choose from 6 up to 18 CP

### Rule - No.9 - No year of course

OPTIONAL COURSES FROM OTHER MASTER COURSES - Choose from 6 up to 18 CP from among the courses on offer

- Selection of teaching activities from the booklet
- Selection of the degree course
- Selection of the teaching activity

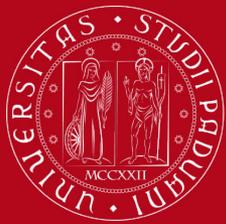
Previous rule

Add activity

### Information about the study plan you are completing

Percorso di Studio	GLOBAL SOCIAL POLICIES AND SECURITY ISSUES
scelto:	
Year of offer:	2022
Cohort:	2021

The sum of the choices made from the previous rules of this restriction is 6 CFU



You will be taken directly to the next page where course units in Unipd that respect the parameters defined by the Master Programme are offered.

Select the department you are interested in (i.e. International Relations and Diplomacy)

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

» [Study plan](#) » Course units choice

## Choice of the course units - Study plan of [REDACTED]

This page shows the list of the degree courses: click on one of them to see the teaching activities it offers.

- [D210000] - DEPARTMENT OF BIOLOGY**
  - [\[SC1177\] Sanitary Biology](#)
  - [\[SC1178\] NATURAL SCIENCE](#)
  - [\[SC1179\] EVOLUTIONARY BIOLOGY](#)
  - [\[SC1731\] INDUSTRIAL BIOTECHNOLOGY](#)
  - [\[SC2445\] MOLECULAR BIOLOGY](#)
  - [\[SC2596\] MARINE BIOLOGY](#)
  - [\[SC2650\] ENVIRONMENTAL SUSTAINABILITY AND EDUCATION](#)
- [D160000] - DEPARTMENT OF AGRONOMY, FOOD, NATURAL RESOURCES, ANIMALS AND THE ENVIRONMENT**
  - [\[AG0063\] AGRICULTURAL SCIENCE AND TECHNOLOGY](#)
  - [\[AG0064\] FOOD SCIENCE AND TECHNOLOGY](#)
  - [\[AG0065\] ANIMAL SCIENCE AND TECHNOLOGY](#)
  - [\[AV2190\] ITALIAN FOOD AND WINE](#)
  - [\[AV2293\] SUSTAINABLE AGRICULTURE](#)
  - [\[IF0321\] LAND AND ENVIRONMENT SCIENCE AND TECHNOLOGY](#)
- [D270000] - DEPARTMENT OF GENERAL PSYCHOLOGY**
  - [\[PS1089\] CLINICAL PSYCHOLOGY](#)
  - [\[PS1091\] NEUROSCIENCE AND NEUROPSYCHOLOGICAL REHABILITATION](#)
  - [\[PS1932\] COGNITIVE NEUROSCIENCE AND CLINICAL NEUROPSYCHOLOGY](#)
  - [\[PS1978\] APPLIED COGNITIVE PSYCHOLOGY](#)
- [D140000] - DEPARTMENT OF INDUSTRIAL ENGINEERING**
  - [\[IN0518\] MECHANICAL ENGINEERING](#)
  - [\[IN0523\] MATERIALS ENGINEERING](#)
  - [\[IN0526\] AEROSPACE ENGINEERING](#)
  - [\[IN0530\] CHEMICAL AND PROCESS ENGINEERING](#)
  - [\[IN1979\] ELECTRICAL ENERGY ENGINEERING](#)
  - [\[IN2291\] CIVIL AND INDUSTRIAL SAFETY ENGINEERING](#)
  - [\[IN2595\] ENERGY ENGINEERING](#)
  - [\[IN2646\] CHEMICAL AND PROCESS ENGINEERING](#)
  - [\[IN2647\] MATERIALS ENGINEERING](#)



# How to fill in the Study Plan

Once the study plan has been filled in you will see the final summary. The Study Plan is displayed as "DRAFT/BOZZA" status.

Study plan of: \_\_\_\_\_

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on "Confirm study plan" at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchange student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

**Status:** DRAFT

**Type of study plan:** standard study plan selected via web

**Degree course track selected:** GLOBAL SOCIAL POLICIES AND SECURITY ISSUES

**Last modification date:** 01/11/2022

**Year of offer:** 2022

**Cohort:** 2021

Key:   Chosen Teaching activities   Compulsory teaching activities

Course units without year of course	
Course unit code	Description
EPP5070010	CONSTITUTIONAL DEVELOPMENT AND DEMOCRATISATION (Corso: HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE [EP1980])
EPP3050083	HISTORY OF INTERNATIONAL ORGANISATIONS (Corso: HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE [EP1980])
EPP8084323	FINAL EXAMINATION

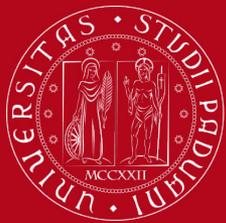
Course units - Year of course 1	
Course unit code	Description
EPQ0090198	CONTEMPORARY POLITICAL CONCEPTS ANALYSIS (C.I.)
EPQ1096242	ENGLISH AS A GLOBAL LANGUAGE
EPP8084215	EU AND INTERNATIONAL LAW
EPP8084279	PUBLIC MANAGEMENT AND MULTI-LEVEL GOVERNANCE
EPP9086051	SOCIAL AND POLITICAL RESEARCH METHODS
EPP8084280	TERRORISM AND SECURITY IN INTERNATIONAL HISTORY
SPL1002458	STAGE
EPQ1096224	MAPPING GLOBAL CHALLENGES (C.I.)

Course units - Year of course 2	
Course unit code	Description
EPP8084278	EUROPEAN AND GLOBAL ECONOMY
EPQ1096239	FUNDAMENTAL RIGHTS AND SURVEILLANCE
EPQ1096227	TRANSNATIONAL SECURITY COOPERATION POLICIES IN THE EURO-MENA AREA
EPQ1096240	WORK, MIGRATION AND GLOBALIZATION

Previous rule

Cancel study plan

Confirm study plan



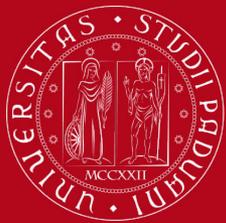
# How to fill in the Study Plan

If you do not need to make any change, click on “**Confirm Study Plan**” at the bottom of the page.

- Clicking on «**Cancel Plan**», you undo all the educational activities e you have to complete again your plan.
- Clicking on «**Print Plan**», you can print your Study Plan.

Once you click on "**Final Confirmation**" you can double-check that the Plan was correctly filled in refreshing the page. If the status is “**APPROVED**”, the Study Plan is correctly filled.

N.B. Within the time window defined by the Department Regulation it is always possible to modify the plan or create a new one (check **Step 5** for How to change the Study Plan)



## Step 4. Give a feedback

- Express anonymously your opinion on the Study Plan procedure through the questionnaire

**Studente**



Area riservata  
Logout  
Cambia Password

Didattica  
Certificazione Unica  
Diritto allo studio, certificazioni di disabilità/dislessia, corsi estivi

### Valutazione processo

Gentile studente/studentessa, ti chiediamo di esprimere in modo anonimo la tua soddisfazione in merito alla sequenza di operazioni che hai svolto e in merito all'usabilità di Uniweb (applicativo di supporto). Grazie per la collaborazione.

Sei soddisfatto del processo corrente?

1 - Per nulla   2   3   4   5   6 - Del tutto

Sei soddisfatto dell'applicativo a supporto?

1 - Per nulla   2   3   4   5   6 - Del tutto





## Step 5. Change the Study Plan

If you wish to modify your Study Plan

- Log in on [UNIWEB](#)
- Click on “**Study Plan**”
- Click on “**Modify Study Plan**”. You will be asked to complete a **NEW** Study Plan.

**Attention: all the educational activities previously inserted will be cancelled.**

You'll have to repeat the whole procedure from the start.

EPP7077637	LANGUAGE OF ADVOCACY			Passed	6	
EPP7077777	MICROFINANCE FOR SOCIAL CHANGE			Passed	6	
SP05107814	STAGE			Passed	9	
EPP3050134	CULTURE, SOCIETY AND HUMAN RIGHTS			Passed	6	
EPP7077618	RUSSIAN			Passed	6	

Modify study plan

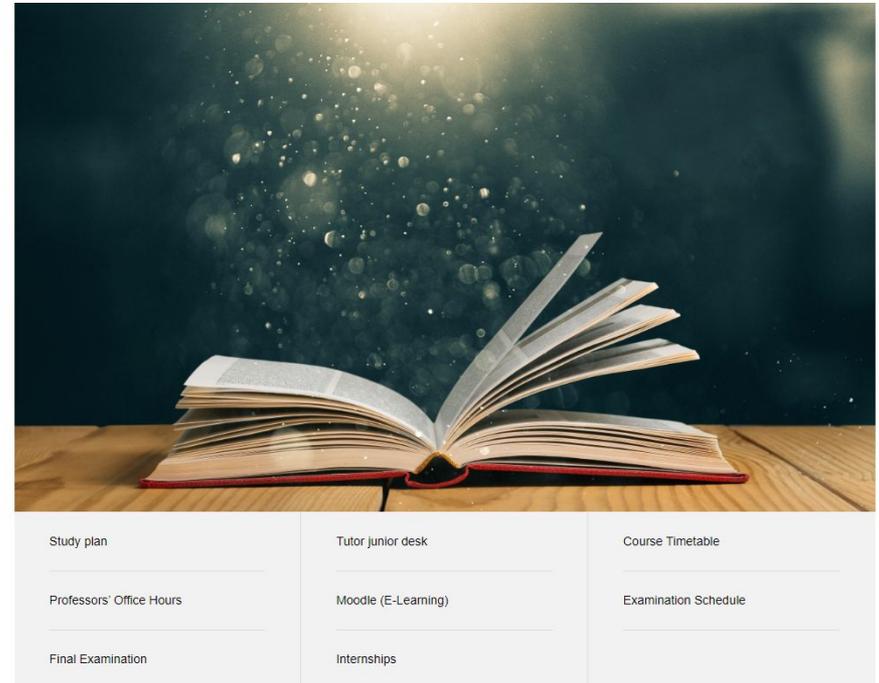
Print study plan



- Find out more about your studies [here](#).
- Check how to sign up for exams [here](#).

## Find out more about:

- The [Web Agenda](#) 
- [Building Facilities](#) 
- Useful Apps: [MyUnipd](#)  





**Any questions?  
Get in touch with us!**



- Tutor junior Desk: [tutor.scipol@unipd.it](mailto:tutor.scipol@unipd.it)
- International Desk - Human Rights and Multi-Level Governance: [ma.humanrights@unipd.it](mailto:ma.humanrights@unipd.it)
- International Desk - European and Global Studies: [maegos.spgi@unipd.it](mailto:maegos.spgi@unipd.it)

