

UNIWEB – STUDENT GUIDE: HOW TO FILL IN YOUR STUDY PLAN

It is compulsory to fill in the online study plan before sitting the exams because, the system used for registering for the exam sessions and for recording the grades, works only for the exams already included in your online study plan.

ENG: <https://www.spogi.unipd.it/en/teaching/prospective-students/lessons-exams-and-internships>

HOW TO SUBMIT YOUR STUDY PLAN

LOG IN to your **UNIWEB** profile (Type your university credentials).

When you are in your personal area click on **HOME**.

Then click on **“Career Plan”** → **“NEW PLAN”**.

At the next page click on **Continue filling out the study plan**.

At this point, you may need to **choose** the "type of study plan": automatically approved or needs to be approved by the Master Programme Committee. Then click on **“OK”**.

The guided procedure allows the insertion of the teaching activities according to the rules established by the Master Programme Regulation.

Therefore, you may meet **mandatory rules**, that you do not have to select any activity but simply click on **“NEXT RULE”**. In addition, others in which you must indicate which teaching activities you are going to **choose between (optional courses)**, according to the Master Programme.

Moreover, for the **choice of free credits/electives** you must insert the teaching activities by clicking on **“Add Activities”**.

At first, the system suggests the activities that are already in the booklet.

Otherwise, you will be taken directly to the next screen where are offered the teaching activities that respect the parameters defined by the Master Programme. At this point simply **click on “+” to add the activities**.

If you want to **change**, the chosen teaching activity just click on the **recycle bin icon**.

Once the study plan has been compiled, you will see **the final summary**, the study plan is displayed as **“DRAFT/BOZZA” status**.

IT IS NECESSARY, IF YOU DO NOT NEED TO MAKE ANY CHANGES, CLICK ON “CONFIRM PLAN” OTHERWISE THE SYSTEM WILL NOT ACCEPT IT.

Once you click the **“Confirm plan”** button, the screen will show that the plan **was correctly filled in**.

Within the time interval defined by the Department Regulation, it is always possible to modify the plan or insert a new one.