



## Procedures for submitting the study plan – academic year 2023/2024

### Master's degree courses

#### 1. Dates for compilation

Students must compile the online study plan for the academic year 2023/2024

- **from 10 October to 20 November 2023** (with the options selected appearing on the 'libretto' from 24 November 2023)
- **from 5 to 20 March 2024** (with the options selected appearing on the 'libretto' from 25 March 2024)

No requests for compilation or modifications to the study plan can be accepted beyond these deadlines.

At the beginning of each semester, students are free to attend the lessons of all the optional activities they are interested in, even if they have not yet been entered in the "libretto".

If the course is activated on your degree course but for a different year or for another degree course it will be necessary to update the *APP IULM lezioni* by adding an extra profile with the desired course choice.

#### 2. Rules for compilation

- compilation must be carried out using your personal page in the [Online services](#) > under "SCELTA INSEGNAMENTI" (CHOICE OF COURSES)
- after the first screens showing the core (compulsory) courses, screens will appear listing the elective (optional) courses subdivided by degree programme; after selecting them, they will appear in the 'libretto' as indicated in point 1
- at the end of the compilation procedure it is necessary to click " CONFERMA PIANO" (CONFIRM PLAN) to save the choices made. Please note: every time you access the "SCELTA INSEGNAMENTI" section, even in view-only mode, you must click the ""CONFERMA PIANO" button, otherwise the choices will not be saved
- it is possible to re-enter the "SCELTA INSEGNAMENTI" section and make modifications up to the deadline date; after that date the system will not allow access to the section or further modifications
- activities entered in October/November can be modified in March (deleted and/or substituted)



- **activities entered in October/November and already passed in the first exam session** (January/February 2024) must NOT be re-selected if the study plan is to be compiled again in March; **activities entered in October/November and not passed in the first exam session** (January/February 2024) must be re-selected in March if the respective exam is still to be taken; **activities entered in previous course years**, regardless of whether they have already been passed or not, must NOT be reselected when the plan is being compiled again
- **in the first compilation window (October/November)**, it is also possible to enter second-semester courses (it is not compulsory to enter only first-semester courses); **in the second compilation window (March)**, it is also possible to enter first-semester courses, but since these are courses whose lessons have already been held, the respective examinations may be taken as a non-attending student.

To avoid timetable clashes between classes, it is possible to choose the optional subjects for your course and year (and, for some courses, your specific syllabus) as per the timetable of lessons.

You should check the timetable before making your choices.

One-year courses can only be entered in the first compilation window (October/November).

### **3. Who can compile the study plan**

All students regularly enrolled and in full compliance with fee payments for the academic year 2023/2024

### **4. Students with conditional enrolment awaiting graduation**

Students who do not obtain their degree by 20 November 2023 will be able to choose between:

- requesting the inclusion of optional activities by filling in the corresponding [form](#) to be sent to [pianodistudio@iulm.it](mailto:pianodistudio@iulm.it) between 10 October and 20 November 2023
- compiling the study plan from 5 to 20 March 2024 (if you do not intend to take optional exams in the first examination session in January/February 2024)

The core course activities will be entered ex officio.

### **5. Rules for compilation for students enrolled in the first year**

First year students must compile the study plan by entering the optional course activities, from 6 CFUs up to a maximum of 18 CFUs, on the dates specified for the academic year 2023/2024 as per point 1.



Optional course activities can be chosen either from your own Master's degree course or from other Master's degree courses (it is not possible to include course activities from first-level Bachelor's degree courses), activated on any year of the course.

Students enrolled in the Master's degree courses in

- HOSPITALITY AND TOURISM MANAGEMENT
- ART, VALORIZATION STRATEGIES AND THE MARKETS

can decide

- not to compile the study plan for the academic year 2023/2024 (in this case, the core courses will be entered ex officio)
- to compile the study plan on the dates specified for the academic year 2023/2024 as per point 1, entering exclusively one or more [IULM for the City](#) activities (up to a maximum of 18 CFUs)

### **Students enrolled in the first year of Television, Cinema and New Media**

Students on the degree course in TELEVISION, CINEMA AND NEW MEDIA must compulsorily compile the study plan in order to choose the core modules of the MEDIA STUDIES course.

### **Students enrolled in the second year of Artificial Intelligence for Business and Society**

Students on the degree course in ARTIFICIAL INTELLIGENCE FOR BUSINESS AND SOCIETY in the first year must attend only the MIND AND MACHINES module of the core course AI: MIND AND MACHINE; in the second year they must compulsorily compile the study plan to choose the core modules

ARTIFICIAL INTELLIGENCE WORKSHOP

or

COGNITION, NEUROSCIENCE AND MACHINE LEARNING WORKSHOP

The final examination will be held in the second year of the course.

## **6. Rules for compilation for students enrolled in the second year**

Second year students must compile the study plan by entering the optional course activities, from 6 CFUs up to a maximum of 18 CFUs, on the dates specified for the academic year 2023/2024 as per point 1.



Optional course activities can be chosen either from your own Master's degree course or from other Master's degree courses (it is not possible to include course activities from first-level Bachelor's degree courses), activated on any year of the course.

## **7. Students enrolled in Master's degree courses held in English**

Students enrolled in Master's degree courses held in English may also enter optional course activities held in Italian (provided they have been activated on Master's degree courses, not Bachelor's degree programmes).

Foreign students enrolled on Master's degree courses held in English must pass ITALIAN LANGUAGE AND CULTURE as an extra-curricular activity prior to submitting their degree application:

- [Regulations](#) for students on the Master's degree course in HOSPITALITY AND TOURISM MANAGEMENT
- [Regulations](#) for students on the Master's degree course in STRATEGIC COMMUNICATION

Students on the Master's degree course in HOSPITALITY AND TOURISM MANAGEMENT are required to prove proficiency in a second foreign language (in addition to English) as an extra-curricular activity prior to submitting their degree application (see [Regulations](#)).

## **8. Choice of syllabus**

Students enrolled in the Master's degree courses in

- MARKETING, CONSUMPTION AND COMMUNICATION
- STRATEGIC COMMUNICATION
- TELEVISION, CINEMA AND NEW MEDIA
- HOSPITALITY AND TOURISM MANAGEMENT

must choose the syllabus upon renewing their enrolment in the second year (from 1 August 2024 to 21 September 2024).

## **9. Entering more optional course activities than the number specified for your degree course**

It is possible to enter more optional course activities than those specified for your study programme (up to a maximum of 18 CFUs for each academic year):

- optional activities entered in addition to the specified number of CFUs in your course of study are not deleted but you have no obligation to take them, even if they appear in the online 'libretto'



- the additional optional course activities taken will be included on the examination certificate; for the purposes of calculating the average mark for the degree, the examinations envisaged for your course of study with the highest mark will be counted (e.g. if the course of study for your course requires 12 CFUs and 18 CFUs in optional examinations have been obtained, the 12 CFUs with the highest mark will be counted for the purposes of calculating the average mark for the degree, the other 6 CFU examination will be excluded from the average but will still be included in the certificate showing the examinations taken).
- it is not necessary to request the deletion from the 'libretto' of additional optional activities entered but not taken.

### **10. Entering core course activities**

Requests for the inclusion of core course activities from other degree courses will be assessed on a case-by-case basis, based on the reasons provided, by sending the corresponding [form](mailto:pianodistudio@iulm.it) to [pianodistudio@iulm.it](mailto:pianodistudio@iulm.it)

### **11. Possible misalignment between Study Plan and Libretto**

Possible misalignments between courses listed in the 'libretto' and those in the section "SCELTA INSEGNAMENTI":

- any optional activities not included under "SCELTA INSEGNAMENTI" but included in the 'libretto' do not need to be reported to the Registrar's Office (these may be activities that have been deactivated from one year to the next, or activities that have been added by the Registrar's Office ex officio, etc.)
- any optional activities that do not appear in the 'libretto' but only in the "SCELTA INSEGNAMENTI" section must be reported immediately to [pianodistudio@iulm.it](mailto:pianodistudio@iulm.it)

**It is the student's specific responsibility to periodically check the activities in their online 'libretto' and to report any anomalies/missing activities.**

### **12. Students 'fuori corso'**

Students enrolling 'fuori corso' for the academic year 2023/2024 and who need to change their study plan must be duly enrolled for the academic year 2023/2024 and consequently pay the 'fuori corso' enrolment fee by the deadline of 29 February 2024.

**First year 'fuori corso':** it is possible to enter up to 18 CFUs from the optional courses activated for the academic year 2023/2024.

**From the second year 'fuori corso':** Any requests for substitutions of optional courses only will be assessed on a case-by-case basis by writing to [pianodistudio@iulm.it](mailto:pianodistudio@iulm.it)



For requests for assistance or clarifications, please write to the following email address: pianodistudio@iulm.it indicating your name, surname, student ID number and degree course. Requests must be sent exclusively through your institutional e-mail account @studenti.iulm.it

Milan, 12 September 2023

### **SUMMARY TABLE OF THE NUMBER OF CFUs REQUIRED FOR OPTIONAL COURSES**

<b>MASTER'S DEGREE COURSE</b>	<b>OPTIONAL CFUs REQUIRED</b>
Art, Valorization Strategies and the Markets	12 CFU
Hospitality and Tourism Management	9 CFU
Artificial Intelligence for Business and Society	12 CFU
Marketing, Consumption and Communication	12 CFU
Strategic Communication	12 CFU
Television, Cinema and New Media	12 CFU
Specialised Translation and Conference Interpreting	9 CFU