



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

Bachelor's degree courses

1. Deadlines for compilation

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

- **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 *APPIULMlezioni* by adding an extra profile with the desired course choice.

2. Rules and procedures 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. Rules for compilation for first-year students

Students enrolled in the Bachelor's degree course in

- ARTS AND CULTURAL EVENTS

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.

Students enrolled in the Bachelor's degree course in

- LANGUAGES, CULTURE AND DIGITAL COMMUNICATION

must compile the study plan by entering the optional course activities, from 3 CFUs up to a maximum of 12 CFUs, on the dates specified for the academic year 2023/2024 as per point 1.



For both courses, optional course activities can be chosen either from one's own degree course or from other Bachelor's degree courses (first level only), activated on any year of the course.

Students enrolled in the Bachelor's degree courses in

- COMMUNICATION, MEDIA AND ADVERTISING
- CORPORATE COMMUNICATION AND PUBLIC RELATIONS (ITALIAN AND ENGLISH)
- INTERPRETING AND COMMUNICATION
- FASHION AND CREATIVE INDUSTRIES
- TOURISM, MANAGEMENT AND CULTURE

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)

5. Rules for compilation for second-year students

All **second-year** students must compile the study plan on the dates specified for the academic year 2023/2024 as per point 1 up to a maximum of 18 CFUs.

Optional course activities can be chosen from one's own degree course and from other Bachelor's degree courses (first level only), activated on any year of the course.

Students on the degree course in CORPORATE COMMUNICATION AND PUBLIC RELATIONS may also include optional activities taught in Italian.

Choice of second foreign language

Students enrolled in the Bachelor's degree courses in

- ARTS AND CULTURAL EVENTS
- TOURISM, MANAGEMENT AND CULTURE
- COMMUNICATION, MEDIA AND ADVERTISING
- COMUNICAZIONE D'IMPRESA E RELAZIONI PUBBLICHE (ITALIAN)

must enter the core course in the LANGUAGE AND CULTURE OF THE SECOND LANGUAGE (its inclusion is also compulsory for those who have been granted exemption from taking the examination).

Students wishing to change their chosen language at the end of their first year must notify ilc@iulm.it by 25 September 2023; when compiling their study plan online, they will be able to enter the second language of their choice.



Foreign students enrolled in the second year of the Bachelor's degree course in CORPORATE COMMUNICATION AND PUBLIC RELATIONS, who do not meet the Italian language proficiency requirement, must compulsorily enrol in the course in ITALIAN LANGUAGE AND CULTURE as a second foreign language (as specified in the [Regulations](#)).

Students enrolled in the second year of Communication, Media and Advertising

Students on the Bachelor's degree course in COMMUNICATION, MEDIA AND ADVERTISING, in addition to selecting the second foreign language and the optional courses, must compile the study plan to choose the core modules in the following courses:

- HISTORY AND CULTURES OF CINEMA
- TV LANGUAGES

6. Rules for compilation for third-year students

Third-year students who still have to enter/pass optional course activities may complete the study plan on the dates specified for the academic year 2023/2024 as per point 1 up to a maximum of 18 CFUs.

Optional course activities can be chosen from one's own degree course and from other Bachelor's degree courses (first level only), activated on any year of the course.

Students intending to graduate in one of the sessions of the 2023/24 academic year (i.e. by March 2025) may modify their study plan no later than 20 March 2024 and **no requests for modification of the study plan beyond this date will be accepted.**

Students enrolled in the third year of Communication, Media and Advertising

Students on the Bachelor's degree course in COMMUNICATION, MEDIA AND ADVERTISING, in addition to their choice of optional course activities, must compile the study plan to choose the core modules in the following courses:

- LANGUAGES OF JOURNALISM
- LITERATURE AND MEDIA
- SOCIAL RESEARCH: METHODOLOGY AND TECHNIQUES

and one of the following core course activities:

MUSIC FOR THE MEDIA WORKSHOP



or

CREATIVE ADVERTISING WORKSHOP

Students enrolled in the third year of Corporate Communication and Public Relations (Italian and English)

Students on the Bachelor's degree course in COMUNICAZIONE D'IMPRESA E RELAZIONI PUBBLICHE/CORPORATE COMMUNICATION AND PUBLIC RELATIONS, in addition to their choice of optional course activities, must compile the study plan to choose one of the following core course activities:

CREATIVITA' E PROGETTAZIONE / CREATIVITY AND DESIGN

or

TECNICHE DI CREATIVITA' PUBBLICITARIA / CREATIVITY AND ADVERTISING

Changing the second foreign language in the third year

Students who need to change the second language entered in the second year must send the appropriate [form](#) (with adequate justification) to pianodistudio@iulm.it and copy in ilc@iulm.it if they wish to be assigned to a class.

Third-year students may NOT change their second foreign language in the second year autonomously.

7. Entering more optional course activities than the number specified for your 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 study¹ 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

¹ see summary table on last page



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.

Students wishing to take the additional exam(s) of their choice close to the graduation session must notify segreteria.studenti@iulm.it at the same time as submitting their graduation application.

8. 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](#) to pianodistudio@iulm.it.

9. Internships

Students in the Faculty of Communication may apply to replace a 6 CFU optional course activity with an internship. When compiling the study plan, you must enter "stage" (or "internship" for students on the degree course in Corporate Communication and Public Relations). At the end of the internship, students must send the final certificate issued by the Internship Office to segreteria.studenti@iulm.it explicitly requesting recognition of the internship in place of an optional course activity.

Replacement of an optional subject by an internship is only possible once and for only one optional examination. The internship will be recognised as a pass.

It is not possible to include an internship in place of an optional subject for degree courses that include an internship as a core activity.

The regulations are published at this [link](#)

10. Work experience and employment

Students in the Faculty of Communication may apply to replace an optional course activity with work experience or employment.

The Registrar's Office will be responsible for entering the activity in the student's 'libretto'. The work experience or employment will be recognised as a pass.

The regulations are published at this [link](#)



11. Additional foreign language (French, German, Spanish, Russian, Chinese language and culture 6 CFUs)

STUDENTS IN INTERPRETING AND COMMUNICATION: students interested in taking courses in the language and culture of a third foreign language, as an optional course, must fill in the corresponding [form](#) (self-certifying that it does not clash with the timetable of the language workshops) and send it to pianodistudio@iulm.it between 10 October and 20 November 2023. Only if they intend to attend classes should they apply for placement in a class by emailing ilc@iulm.it by 25 September 2023.

The course will be entered in the student's 'libretto' by the Registrar's Office (students will NOT be able to enter it autonomously when compiling the study plan online).

As these are one-year courses, requests for the inclusion of the third language will not be accepted in the second period for compiling study plans (March 2024).

Students wishing to include a course in the language and culture of a third foreign language in their 'libretto' as an optional course will have to sit the exam (it will not be possible to request exemption from sitting the exam if you hold an international language certificate).

Further information on foreign language courses can be obtained from ilc@iulm.it.

STUDENTS IN FASHION AND CREATIVE INDUSTRIES: students interested in including a second foreign language as an optional course must fill in the corresponding [form](#) from 10 October to 20 November 2023 and send it to pianodistudio@iulm.it. Only if they intend to attend classes should they apply for placement in a class by emailing ilc@iulm.it by 25 September 2023.

The course will be entered in the student's 'libretto' by the Registrar's Office (students will NOT be able to enter it autonomously when compiling the study plan online).

As these are one-year courses, requests for the inclusion of the second language will not be accepted in the second period for compiling study plans (March 2024).

Further information on foreign language courses can be obtained from ilc@iulm.it.

STUDENTS ON OTHER BACHELOR'S DEGREE COURSES: students interested in including courses in the language and culture of a third foreign language, as an optional course, must fill in the corresponding [form](#) from 10 October to 20 November 2023 and send it to pianodistudio@iulm.it. Only if they intend to attend classes should they apply for placement in a class by emailing ilc@iulm.it by 25 September 2023.

The course will be entered in the student's 'libretto' by the Registrar's Office (students will NOT be able to enter it autonomously when compiling the study plan online).



As these are one-year courses, requests for the inclusion of the third language will not be accepted in the second period for compiling study plans (March 2024).

Further information on foreign language courses can be obtained from ilc@iulm.it.

12. Professional English IV

Students enrolled in Bachelor's degree courses in

- ARTS AND CULTURAL EVENTS/ARTS, MEDIA, CULTURAL EVENTS
- TOURISM, MANAGEMENT AND CULTURE
- COMMUNICATION, MEDIA AND ADVERTISING
- COMUNICAZIONE D'IMPRESA E RELAZIONI PUBBLICHE (ITALIAN)
- FASHION AND CREATIVE INDUSTRIES

who have completed the Professional English III course in advance may apply to have Professional English IV included in their study plan as an optional course, in accordance with procedures that will be specified at the beginning of lessons.

The course will be entered in the student's 'libretto' by the Registrar's Office (students will NOT be able to enter it autonomously when compiling the study plan online).

As these are one-year courses, requests for the inclusion of the course will not be accepted in the second period for compiling study plans (March 2024).

13. Courses/workshops with a limited number of enrolments in the Faculty of Communication

For the inclusion of courses/workshops with a limited number of enrolments, please refer to the corresponding regulations published on the Myiulm page for your course (in the section "Study plan and communications").

Admitted students must enter courses/workshops with a limited number of enrolments by compiling their study plan online exclusively during the periods specified above. Students who do not enter the activity by compiling the study plan will not be able to register for or take the exam.



14. Simultaneous Interpretation workshops I and II

Students on the Bachelor's degree course in INTERPRETING AND COMMUNICATION may include Language Mediation Workshop: Simultaneous Interpreting I (for second-year students) and II (for third-year students) as a 6 CFU optional course.

The call for applications is published in the section [myiulm > Bachelor's degree course in INTERPRETING AND COMMUNICATION > Workshops](#)

15. 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

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

16. 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

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



SUMMARY TABLE OF THE NUMBER OF CFUs REQUIRED FOR OPTIONAL COURSES

BACHELOR'S DEGREE COURSE	OPTIONAL CFUs REQUIRED
Arts and Cultural Events	18 CFU
Arts, Media and Cultural Events	18 CFU
Comunicazione d'Impresa e Relazioni pubbliche	18 CFU
Corporate Communication and Public Relations	18 CFU
Communication, Media and Advertising	18 CFU
Interpreting and Communication	12 CFU
Languages, Culture and Digital Communication	12 CFU
Fashion and Creative Industries	12 CFU
Tourism, Management and Culture	18 CFU

Milan, 5 September 2023