Guide to Compiling the Study Plan

Bachelor's Degree Courses

academic year 2026/2027

1. Deadlines for compilation

Students can compile their study plan for the academic year 2026/2027 through their personal page in the Online Services under “SCELTA INSEGNAMENTI” (CHOICE OF COURSES) in two compilation windows:

1st compilation window

- **29 September to 20 October 2026** (your *libretto* will be updated by 26 October 2026)

2nd compilation window

- **23 February to 11 March 2027** (your *libretto* will be updated by 17 March 2027)

At the beginning of each semester, students are free to attend the lessons of any elective course, even if their study plan has not yet been compiled and confirmed, as long as it has been activated on courses of the same level.

2. Procedures for compilation

- access the “SCELTA INSEGNAMENTI” (CHOICE OF COURSES) section in the Online Services
- the first screens automatically show the core (compulsory) courses > click "AVANTI/NEXT”
- a list of ALL elective (optional) courses by degree course then appears > select the ones you are interested in up to a maximum of 18 CFUs > click “AVANTI/NEXT’”
- the last screen shows a summary of the selected courses > click “CONFERMA PIANO” (CONFIRM PLAN) > Please note! Every time you access this page, even in view-only mode, you must click the “CONFERMA PIANO” button

It is possible to access the “SCELTA INSEGNAMENTI” section several times and make modifications up to the deadline date of the compilation windows (Please note! Each time you make modifications, you must click on the ‘CONFERMA PIANO” button); after this date, the system will not allow you to access the section or make any further modifications.

3. Rules for compilation

Elective courses can be chosen either from one's own degree course or from other Bachelor's degree courses (first level only, not Master's degree courses), activated on any year of the course.

1. all the elective activities entered in the 1st compilation window can be modified (deleted and/or replaced) in the 2nd compilation window; if no modifications are required, it is NOT necessary to recompile the study plan in the 2nd compilation window.

2. in the 1st window, it is also possible to enter second-semester courses; in the 2nd window, it is also possible to enter first-semester courses.

3. elective courses entered in the 1st compilation window and passed in the 1st examination session (January/February) must NOT be selected again in the 2nd compilation window.

4. courses entered in previous course years, irrespective of whether they have already been passed or not, must NOT be selected again when re-compiling.

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The elective courses recommended by the Faculty are proposed automatically in the timetable of lessons; for all the others, it is recommended that you check the timetable of lessons in advance before including them in your study plan.

4. Who can compile the study plan

All students regularly enrolled and in full compliance with fee payments for the academic year 2026/2027.

5. Requests for compilation after the deadline

Requests for compilation online submitted outside the compilation windows will be accepted by way of exception subject to payment of a fee for late compilation of the study plan of €40.00.

Requests for compilation or modifications to the study plan submitted during examination sessions (8 January-13 February 2027; 24 May-30 June 2027; 24 August-18 September 2027) will not be accepted under any circumstances.

FIRST-YEAR students

1. Rules for compilation

Students enrolled in the Bachelor's degree course in ARTS AND CULTURAL EVENTS must compile the study plan by entering the elective courses up to a maximum of 18 CFUs, on the dates specified for the academic year 2026/2027.

Students enrolled in the Bachelor's degree course in LANGUAGES, CULTURE AND DIGITAL COMMUNICATION must compile the study plan by entering the elective courses up to a maximum of 12 CFUs, on the dates specified for the academic year 2026/2027.

Elective courses can be chosen either from one's own degree course or from other Bachelor's degree courses (first level only, not Master's degree courses), activated on any year of the course.

Students enrolled in the Bachelor's degree courses in

- COMMUNICATION, MEDIA AND ADVERTISING
- COMUNICAZIONE D'IMPRESA E RELAZIONI PUBBLICHE
- CORPORATE COMMUNICATION AND PUBLIC RELATIONS
- MEDIATION, INTERPRETING AND INTERCULTURAL COMMUNICATION
- FASHION AND CREATIVE INDUSTRIES
- TOURISM, MANAGEMENT AND CULTURE

do NOT have - as part of their study plan - elective courses from their first year. They may therefore freely decide:

- not to compile the study plan for the academic year 2026/2027 (the core courses will be entered ex officio)

or

- to compile the study plan on the dates specified for the academic year 2026/2027, entering exclusively one or more IULM for the City activities (up to a maximum of 12 CFUs)

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International students enrolled in the Bachelor's Degree Programme in CORPORATE COMMUNICATION AND PUBLIC RELATIONS who do not have at least a B1 level of Italian may attend the courses ITALIAN LANGUAGE FOR BEGINNERS (complete beginners) and ITALIAN LANGUAGE AND CULTURE (minimum level A2) in order to achieve the necessary proficiency (further information here).

SECOND-YEAR students

1. Rules for compilation

All **second-year** students must compile the study plan on the dates specified for the academic year 2026/2027 up to a maximum of 18 CFUs.

Elective courses can be chosen either from one's own degree course or from other Bachelor's degree courses (first level only, not Master's degree courses), activated on any year of the course.

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

2. Students enrolled in the second year of TOURISM, MANAGEMENT AND CULTURE: Choice of second foreign language

Students on the Bachelor's Degree programme in TOURISM, MANAGEMENT AND CULTURE must, in addition to their elective activities, include the compulsory course in FRENCH FOR TOURISM or SPANISH FOR TOURISM or GERMAN FOR TOURISM in their study plan.
This is compulsory even for those who have been granted a waiver or exemption from sitting the exam: in this case, once the study plan has been completed, the Registrar's Office will credit the corresponding CFUs.

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The courses in FRENCH/SPANISH/GERMAN FOR TOURISM may be taken by students on Bachelor's degree programmes as elective activities worth 6 CFUs. As the entry level for these courses is A2, **beginners will not be admitted**.

Students wishing to take these courses as optional activities must follow the instructions provided by the International Language Centre (ILC).

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

Students on the Bachelor's Degree Course in COMMUNICATION, MEDIA AND ADVERTISING must, in addition to their elective activities, choose the 3 CFU modules from the course in CINEMA HISTORY AND CULTURE (FILM MARKETING or CINEMA AESTHETICS): this choice may be changed during the second compilation window of the second year of the course (it cannot, however, be changed in the third year).

4. Students enrolled in the second year of Mediation, Interpreting and Intercultural Communication

Students on the Bachelor's Degree Course in MEDIATION, INTERPRETING AND INTERCULTURAL COMMUNICATION may include, amongst their chosen activities, both optional modules and one of the compulsory activities offered for other study programmes, by completing the relevant application form available at the following link.

Please note that it is not possible to choose the second-language Simultaneous Interpreting Workshop in a language other than the one registered in the *libretto* (this applies both to students choosing it as an optional module and those choosing it as a compulsory module).

THIRD-YEAR students

1. Rules for compilation

Third-year students who still have to complete elective courses or who need to modify those entered in the second year may compile their study plan on the dates set for the academic year 2026/2027 up to a maximum of 18 CFUs.

Elective courses can be chosen either from one's own degree course or from other Bachelor's degree courses (first level only, not Master's degree courses), activated on any year of the course.

Students intending to graduate in one of the sessions of the academic year 2026/27 (by March 2028) may modify their study plan no later than 11 March 2027.

Requests for modifications to the study plan after this date will not be accepted.

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

Students on the Bachelor's degree course in COMMUNICATION, MEDIA AND ADVERTISING must, in addition to their elective activities, choose the 3-CFU modules from the LANGUAGES OF JOURNALISM course (VISUAL JPURNALISM or MAKING NEWS ON THE WEB) and one of the following core courses: MUSIC FOR THE MEDIA WORKSHOP or ADVERTISING CREATIVITY WORKSHOP.

3. 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 selecting the elective courses, must compulsorily complete the study plan to choose one of the following core courses: CREATIVITÀ E PROGETTAZIONE/ CREATIVITY AND DESIGN or TECNICHE DI CREATIVITÀ PUBBLICITARIA / CREATIVITY AND ADVERTISING.

For organisational reasons, the choice of creativity workshop must only be made in the 1st window for compiling the study plan and cannot be modified in March.

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Students on first-cycle degree programmes who, in their second year, have passed the exams in FRENCH/SPANISH/GERMAN LANGUAGE AND CULTURE may take the

FRENCH/SPANISH/GERMAN FOR TOURISM modules (for the same language only). In this case, the FRENCH/SPANISH/GERMAN LANGUAGE AND CULTURE module already passed fulfils the entry requirement (knowledge of the language at at least A2 level) for the corresponding FRENCH/SPANISH/GERMAN FOR TOURISM module (at B1 level).
Those wishing to take these courses as elective activities must follow the instructions provided by the International Language Centre (ILC).

“FUORI CORSO” students

Students enrolling in the FIRST YEAR “FUORI CORSO” for the academic year 2026/2027 must complete their enrolment for the academic year 2026/2027 by the deadline for submitting the study plan for the 1st compilation window. In this way they will be able to access the online compilation for both the 1st and 2nd compilation windows.

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Students enrolling in a SECOND YEAR “FUORI CORSO” OR BEYOND for the academic year 2026/2027 and who need to modify their study plan must send requests for modification to pianodistudio@iulm.it using the corresponding form in one of the compilation windows.

RULES FOR COMPILATION

(valid for all students)

1. Entering more elective courses than the number specified for your course

It is possible to enter more elective courses than those specified for your study programme; if they are not taken, they will not be deleted from your *libretto'* but you are under no obligation to take them.

The additional elective courses 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[1] 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).

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.

2. Core courses selected as elective courses

Requests for the inclusion of core courses from other degree programmes (first level only) will be assessed by the study plan Committee on a case-by-case basis, based on the reasons provided, by sending the corresponding form to pianodistudio@iulm.it.

[1] *see summary table on last page*

3. Internships for students in the Faculty of Communication selected as elective course activities

Students in the Faculty of Communication may apply to replace a 6-CFU elective course with an internship (see Regulations).

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 pianodistudio@iulm.it explicitly requesting recognition of the internship in place of an elective course.

Replacement of an elective subject with an internship is only possible once and for only one elective examination. The internship will be accredited with a pass grade.

It is not possible to include an internship in place of an elective subject for degree courses that include an internship as a core activity. It is not possible to have an internship accredited in cases where a period of work experience has already been accredited.

4. Internships for students in the Faculty of Interpreting and Translation selected as elective course activities

Students in the Faculty of Interpreting and Translation may apply to replace a 3-CFU elective course with an internship (see Regulations)

At the end of the internship, students must send the final certificate issued by the Internship Office to pianodistudio@iulm.itexplicitly requesting recognition of the internship in place of an elective course.

Replacement of an elective subject with an internship is only possible once and for only one elective examination. The internship will be accredited with a pass grade.

5. Work experience as an elective course activity

Students in the Faculty of Communication and students in the Faculty of Interpreting and Translation may apply to have work experience count as an elective activity, worth 6 CFUs for the Faculty of Communication and 3 CFUs for the Faculty of Interpreting and Translation.

The work experience will be entered in the student's *libretto* by the Registrar's Office as "attività lavorativa". The work experience activity will be accredited with a pass grade. It is not possible to have the work experience accredited if an internship has already been accredited.

The Regulations for the Faculty of Communication are published at this link

The Regulations for the Faculty of Interpreting and Translation are published at this link

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

Some of the courses offered by the Faculty of Communication have a limited number of enrolments: the requirements for admission to these courses are specified in the respective course descriptions.

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).

7. Students on International Mobility Programmes

Students on international mobility programmes are required to compile their study plan online as described above and within the specified deadlines.

Courses completed abroad which are recognised as elective courses and which do not have a course at IULM University that corresponds exactly will be added ex officio by the Registrar's Office; other elective courses which are already present in the *libretto* and which are in addition to the CFUs envisaged by the regulations for the student's course will not be deleted, but they are not required to be taken, even if they are present in the online *libretto*.

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There may be discrepancies between the modules listed in your *libretto* and those in the 'SCELTA INSEGNAMENTI' section:

- Any optional modules not listed in the 'SCELTA INSEGNAMENTI' section but appearing in the *libretto* do not need to be reported to the Registrar's Office (these may be modules that have been discontinued from one academic year to the next, or modules automatically added by the Registrar's Office, etc.)
- Any elective activities not listed in the *libretto* but only in the "SCELTA INSEGNAMENTI" section must be reported immediately to the email address pianodistudio@iulm.it

It is the student's sole responsibility to periodically check the activities listed in their online *libretto* and to report any discrepancies or missing activities.

8. Contacts

For requests for assistance or clarification, please write to the following email address: pianodistudio@iulm.it specifying your name, surname, student ID number and degree course.

The request must be sent exclusively via your institutional mail account @studenti.iulm.it.

SUMMARY TABLE OF NUMBER OF CFUs REQUIRED FOR ELECTIVE COURSES IN EACH BACHELOR'S DEGREE COURSE:

BACHELOR'S DEGREE COURSE	**TOTAL ELECTIVE CFUs***
Arts 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
Mediation, Interpreting and Intercultural Communication	12 CFU
Interpreting and Communication *(until termination)*	12 CFU
Languages, Culture and Digital Communication	12 CFU
Fashion and Creative Industries	12 CFU
Fashion and Creative Industries *(for students enrolled from academic year 2025/2026)*	18 CFU
Tourism, Management and Culture	18 CFU

*in total over the three years of the course

Milan, 10 September 2026