



FAQ STUDY PLAN - ACADEMIC YEAR 2022/2023

1. What is the Study Plan?

It is the document with which students plan their educational path; in practice, it is the list of educational activities that each student undertakes to carry out in order to obtain a Bachelor's or Master's Degree.

The Study Plan for 3-year Bachelor's Degree Courses must have (at least) 180 CFUs.

The Study Plan for Master's Degree Courses must have (at least) 120 CFUs.

2. Why is it important to compile the Study Plan?

Filling out the Study Plan allows you to customise your course according to your passions or with a view to enrolling in a Master's degree course that requires a certain number of CFUs in a specific scientific-disciplinary sector.

3. When is the Study Plan for the 2022/2023 academic year to be compiled/modified?

You can compile and modify the Study Plan:

- from 11 October to 21 November 2022;
- from 1 March to 15 March 2023.

4. How do I compile the Study Plan?

In order to compile your Study Plan, you need to access your personal page (Online Services) under the section 'Scelta insegnamenti' (Choice of course). After the list of compulsory courses, you will be able to select the optional courses that interest you (from a list subdivided into degree courses). At the end of the compilation process, remember to click the "CONFERMA PIANO" (CONFIRM PLAN) button, otherwise the changes will not be saved. **Each time you log back in, even if only to view your choices, you must click the "CONFERMA PIANO" button.**

5. Who has to compile the Study Plan?

- Students enrolled in the 1st year of the Bachelor's degree course in *Arts, Media, Cultural Events* and *Languages, Culture and Digital Communication*
- All students enrolled in the 2nd year of 1st level degree courses
- All students enrolled in the 3rd year of 1st level degree courses

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- All students enrolled in the 1st year of Master's degree courses (except for *Art, Valorization Strategies and Markets* and *Hospitality and Tourism Management* who will compile the Study Plan in the second year of the course)
- All students enrolled in the 2nd year of Master's degree courses

6. I am "fuori corso": can I compile the Study Plan online?

Yes, up to the first year 'fuori corso', as long as I am enrolled for the current academic year and I am up to date with all my fee payments. From the second year 'fuori corso' onwards if I need to change my Study Plan, I must write to pianodistudi@iulm.it

7. I forgot to fill in the Study Plan and the deadline has passed, what can I do?

Once the deadlines have passed, the 'Scelta insegnamenti' section is closed; to compile/modify the plan you will have to wait for the next time window.

8. I didn't compile the Study Plan: what are the consequences?

If you have not compiled your Study Plan, you will not be able to register for examinations. For this reason, it is very important to make your choice of courses during the time windows set annually by the Faculties.

9. How many optional courses do I have to choose?

In MyIULM, by clicking on your degree course page, in the section "Piano di studi e comunicazioni" ("Study plan and notices") you will find the plan for your year of matriculation (e.g. if you enrolled in the academic year 2021/22 you will have to open the document "Piano di studi - Immatricolati a.a. 2021/2022") which shows the number of optional courses you will have to take during your course of study.

Here is a summary of how many CFUs are allocated to the choice of optional courses:

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|---|--------|
| • <i>Arts, Media, Cultural Events</i> | 18 CFU |
| • <i>Comunicazione d'Impresa e Relazioni pubbliche.</i> | 18 CFU |
| • <i>Communication, Media and Advertising</i> | 18 CFU |
| • <i>Corporate Communication and Public Relations.</i> | 18 CFU |
| • <i>Interpreting and Communication</i> | 12 CFU |
| • <i>Languages, Culture and Digital Communication</i> | 12 CFU |
| • <i>Fashion and Creative Industries</i> | 12 CFU |

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- *Tourism, Management and Culture* 18 CFU
- *Art, Valorization Strategies and 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

10. How many courses is it recommended I include each year?

The system allows you to enter up to 18 CFUs for each year of the course; if you are undecided, it is recommended that you include more courses than the minimum number. The 'extra' optional courses will not be deleted, but there is no obligation to take them, even if they are entered in your 'libretto' (academic record booklet).

11. If I have more optional courses in my 'libretto' than I actually have to take, how do I delete them?

It is not necessary to delete them, and I am not obliged to take the extra optional courses that may be included.

12. Can I include an optional course from another degree programme?

Yes, it is possible.

13. Can I include an optional course from my degree programme but from a different year?

Yes, it is possible.

14. Can I include a compulsory course from another degree programme?

Normally it is not possible, except in duly justified cases. In this case it is necessary to fill in the request form published on the iulm.it website, in MyIULM, on your degree course page in the section "Piano di studi e comunicazioni".

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15. Why is the section “scelta insegnamenti” not always the same as the ‘libretto’? Why are some courses in the ‘libretto’ but not in the Study Plan, and vice versa?

The section “scelta insegnamenti” only opens at certain times of the year (see point 3) and allows you to enter new courses that are not yet in your ‘libretto’. It is not always aligned with the ‘libretto’: if the Registrar’s Office has officially entered a course in your ‘libretto’ (e.g. a third language of your choice) it will appear (correctly) in the ‘libretto’, but not in the section “scelta insegnamenti”. **What is important is that the online ‘libretto’ is up to date and correct.**

16. How can I choose which optional courses to include in my Study Plan?

It is advisable to include courses that cover topics of interest or that you would like to learn more about, in line with your curriculum. Please note! To avoid any overlapping of timetables, it is recommended that you choose from the recommended subjects for your course and year. It is also recommended that you check the course timetable before making your choice.

17. I have compiled the Study Plan but I still do not see the courses entered in my ‘libretto’: what should I do?

Don't worry, if you don't see all the courses you have chosen on your 'libretto' once the time window for compiling/modifying the Study Plan is closed; the system may take a few days before showing it, but within a week everything should be viewable on your profile. If the problem persists you can report it to pianodistudio@iulm.it.

18. How can I enrol in courses with a limited number of enrolments?

Please refer to the specific regulations published annually on your course page for entering courses with a restricted number of enrolments. Eligible students may only enter courses with a restricted number of enrolments by filling in their study plan online during the periods specified above. Ineligible students will not be able to enter workshops with a restricted number of enrolments.

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19. Can I enter an optional course outside the period for compiling the Study Plan?

No, it is not possible.

20. Can I enter an optional course during an examination session?

No, it is not possible.

21. I am planning to do an internship in place of an optional course: should I include it in the Study Plan?

If you are a student in the Faculty of Communication, you can include an internship in place of an optional course by entering "Internship" in the Study Plan and then, but only once the internship has been completed, you must send an e-mail to segreteria.studenti@iulm.it with the final certificate issued by the Internship & Placement Office attached, explicitly formulating the request. **Replacing an optional subject with an internship is only possible once and for only one optional examination.** It is not possible to include an internship in place of an optional course for degree courses that include an internship as a compulsory element.

22. I did not include an internship when compiling the Study Plan; can I still apply to replace an optional course with an internship?

Yes, by way of exception, it is possible by sending an e-mail to pianodistudio@iulm.it.

23. I have already started working: how do I get my work experience recognised in place of an optional course?

If you are studying *Communication, Media and Advertising, Comunicazione d'impresa e relazioni pubbliche, Corporate Communication and Public Relations* or *Interpreting and Communication* and you wish to include work experience in place of an optional course, you must follow the respective Regulations available on your degree course page.

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24. If I have obtained an exemption for the second foreign language, do I have to include the course in the Study Plan?

Yes, it is obligatory to enter the second foreign language course when compiling the Study Plan online, even if I have an exemption. The Registrar's Office will proceed to officially record the fulfilment of the course requirement.

25. I made a mistake when compiling the plan, or I changed my mind about a course, but I have already confirmed it. Can I modify it?

You can log back into the online services, and in the section "Scelta insegnamenti" click on "NUOVO PIANO" (NEW PLAN)". As long as the online compilation is open, you can log into the section whenever you want and change your choices, remembering to always click on "CONFERMA PIANO".

26. In the first compilation window (October-November) can I enter only courses of the first semester? In the second compilation window (March) can I enter only courses of the second semester?

No: in October/November (first compilation window) I can enter both courses activated in the first semester and courses activated in the second semester. The same applies to the second compilation window (March).

27. I have completed my third year and will graduate in March. Can I modify my optional courses??

No, it is not possible. You may only compile the Study Plan if there is an active enrolment for the current academic year.

28. Can I take more optional examinations than those provided for in my study plan?

Yes, it is possible. For the purposes of calculating the average graduation grade, the highest grades from your study programme will be counted (e.g. if my study programme provides for 12 CFUs and I obtain 18 CFUs in optional examinations, the 12 CFUs with the highest grade will be counted for the purposes of calculating the average graduation grade, the other examination with 6 CFUs will be excluded from the average but will still be present on the certificate of examinations taken).