



STUDY PLAN FAQs

1. What is the Study Plan?

It is the set of educational activities that students must complete in order to obtain their degree.

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

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

2. Why do I have to compile the Study Plan?

To enter the OPTIONAL educational activities required by my degree programme. For some degree courses, the Study Plan must also be compiled in order to enter COMPULSORY educational activities.

3. When can I compile/modify the Study Plan?

There are two compilation windows each year, one per semester. The first is normally in September/October, and the second is normally in February/March.

4. How do I compile the Study Plan?

Through Online Services, under the section "Scelta insegnamenti" (Choice of Courses).

At the end of the compilation process, remember to click the "CONFERMA PIANO" (CONFIRM PLAN) button; otherwise, your 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. In the first compilation window (September–October), can I enter only courses offered in the first semester? In the second compilation window (February–March), can I enter only courses offered in the second semester?

No: in the first compilation window, you can enter both courses offered in the first semester and courses offered in the second semester. The same applies to the second compilation window.

6. Can I choose optional courses from another degree course?

Yes, provided that they are offered as part of a degree course at the same level. If you are enrolled in a 3-year Bachelor's Degree Course, you CANNOT enter an optional course from a Master's Degree Course in your *libretto*, and vice versa.



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7. Can I choose optional courses from a different year of the degree course?

Yes.

8. If I am undecided between several optional courses, can I enter more courses than required by my degree course?

The system allows you to enter up to 18 CFUs. If you are undecided, you are advised to enter more courses than the minimum number required by your degree programme.

The "extra" optional courses will not be deleted, but you are not required to take them, even if they appear in your *libretto*.

9. Can I take more optional examinations than those provided for in my degree course?

Yes.

For the purposes of calculating the graduation average, the optional courses required by your degree programme with the highest grades will be counted. For example, if your degree programme requires 12 CFUs and you take 18 CFUs in optional examinations, the 12 CFUs with the highest grades will be counted when calculating the graduation average. The other 6-CFU examination will be excluded from the average but will still appear on your certificate of examinations taken.

10. If I have more optional courses in my *libretto* than I actually have to take, how can I delete them?

It is not necessary to delete them, and you are not required to take any extra optional courses that may have been entered.

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

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

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

Yes, provided that you are regularly enrolled for the current academic year.

13. I forgot to compile the Study Plan and the deadline has passed. What can I do?

You can apply for late completion by writing to pianodistudio@iulm.it, upon payment of the €40.00 late completion fee.

Under no circumstances will requests to compile or modify the Study Plan be accepted during examination sessions.

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14. Can I enter an optional course when the examination session is open?

No, this is not possible.

15. When compiling the Study Plan, do I have to select optional courses that I have already passed or that I entered in the previous year?

No, there is no need to select again any courses entered in previous years or courses that you have already passed. You only need to enter courses that do not appear in your *libretto*.

16. Can I enter a compulsory course from another degree course instead of an optional course?

Yes. You must complete the request form, stating the reasons for your request.

17. Why is the Study Plan section not always the same as the *libretto*? Why do some educational activities appear in the *libretto* but not in the Study Plan, and vice versa?

The Study Plan section is not always aligned with the *libretto*. For example, if the Registrar's Office has officially entered an optional course directly into your *libretto*, it will not appear in the Study Plan section. This does not cause any problems. The important thing is that your online *libretto* is up to date and correct.

18. I have compiled the Study Plan but I still cannot see the courses I entered in my *libretto*. What can I do?

Don't worry: the system takes a few days to update the *libretto*. If the problem persists, you can report it by e-mail to pianodistudio@iulm.it.

19. I intend to do an internship in place of an optional course. Do I have to enter it in the Study Plan?

Yes. Once you have completed the internship, you must send an e-mail to segreteria.studenti@iulm.it with the final certificate issued by the Internship & Placement Office attached, explicitly stating your request.

An optional course may be replaced by an internship only once and for one optional examination only.

It is not possible to enter an internship in place of an optional course for degree courses that include an internship among their compulsory educational activities.

20. I did not enter the internship when compiling the Study Plan. Can I still apply to replace an optional educational activity with an internship?

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



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

Yes. Go back to the "Scelta insegnamenti" (Choice of Courses) section and click "NUOVO PIANO" (NEW PLAN).

As long as online compilation is open, you can access the section whenever you wish and modify your choices, remembering to click "CONFERMA PIANO" each time.