



ACADEMIC YEAR 2022/23

SHORT GUIDE HOW TO STUDY PLAN, CLASSES AND EXAMS

1. THE STUDY PLAN

What is it?

The study plan is the planning tool for your university career.

Each student must have his or her own plan of study, in accordance with the Rules of the degree programme to which he or she belongs.

In order for this to happen, for some of their degree programmes, the competent Academic Boards propose binding study plans, which do not allow students to choose between alternative programmes; for other courses they propose models of study plans in which some courses are compulsory, others are restricted, and others are free.

When do you have to submit your study plan?

At the beginning of each academic year you must submit, or possibly modify, the study plan for the degree programme you are enrolled in and the curriculum you have chosen.

Each year you will be able to modify the study plan previously proposed, according to the limits imposed by the plan itself, within the deadlines set by the academic calendar.

The 2022-2023 study plan must be submitted online:

- from 17 October to 11 November 2022 (for Bachelor's degrees/Single-cycle master's degrees and the second year of Master's degrees);
- from 31 October to 21 November 2022 (for the first year of Master's degrees, including the students pre-enrolled with reservation).

How to submit your study plan

To find out how to fill in the form, please refer to the notices published by the respective Departments.



The online procedure for the completion of the study plan shows compulsory courses, a list of courses or modules that can be selected and a free choice.

The Teaching Board of the course of study suggests a list of elective courses that better suit the learning path of the programme. These courses do not require any extra approval and they are automatically included in the student's study plan. If the student wishes to choose as a free choice a course that is not listed, he/she shall forward the reasoned request to the Teaching Board of the course of study through the Student Office (Student Secretariat). Only on acceptance by the Teaching Board, the course will be included in the study plan by the Student office. In addition, a single module can be chosen only if it is not bound by any prerequisites, according to the directions of the teacher indicated in the program. In this case the entire course must be selected or the single module that is not bound by any prerequisites.

To fill your study plan you must use the [Internet Desk](#)

Enter your credentials and click on **Study plan**, then **Career plan** and finally **Study plan compilation**

Read carefully and follow the online instructions.

At the end click on **Confirm plan>confirm definitively**

Inclusion of supernumerary courses

In order to request the inclusion of supernumerary courses, you have to send to the Student Secretariat via ticket [Student Help Desk](#) a request on plain paper addressed to the Degree Programme Board with the indication of the courses (specifying name, code, number of credits) and the relative motivation.

The form can be found on the following webpage: www.unibg.it/segremoduli (ITA) (Application for inclusion of exams - supernumeraries).

The Student Secretariat will email you the Board's resolution regarding your request. The credits acquired, if authorized, remain recorded in your career and may give rise to subsequent recognition under current regulations. These credits will be taken into account when calculating the average for admission to the degree final examination, up to a maximum of 20 credits for bachelor's degree programmes, up to a maximum of 15 credits for specialistic degree programmes (D.M. 509/99), up to a maximum of 20 credits for master's degree programmes (D.M. 270/04), up to a maximum of 40 credits for single-cycle master's degree programmes, provided that the supernumerary exams are related to subjects belonging to scientific-disciplinary sectors (SSD) provided for by the Rules of the course.



2. CLASSES SCHEDULES

You can find the class schedule on our website:

<https://logistica.unibg.it/PortaleStudenti/?view=home&include=homepage&lang=en>

searching your timetable by:

- degree (This section allows you to consult the timetable of the lessons of the degree course and of the year of the course of your interest)
- lecturer (This section allows you to consult the lecturer's lesson schedule)
- course (This section allows you to consult the weekly timetable of the lessons by selecting individual lessons)

3. EXAMS

The verification of the students' preparation consists of oral and/or written exams or tests, which take place in the periods foreseen by the Academic Calendars on dates (exam dates) published on the notice boards of the relevant Departments.

Failure to pass an exam does not generally prevent you from registering for the next appeal.

Passing the exam leads to the acquisition of the relevant credits.

For 1st and 2nd cycle programmes the grading system is based on a maximum of 30 points with 18/30 as the lowest passing grade. In case of excellence 30 cum laude may be awarded.

Failed exams are not listed in the student's transcript.

The grade is expressed in thirtieths except for tests for which a pass mark is required.

Pay attention:

- You cannot take exams for courses that have not been included in the **approved study plan** for the current or previous years.
- You can take exams only "once you have **acquired attendance**".
- You cannot retake an exam that has been successfully passed (= recorded).
- If you are enrolled "with reservations" in a Master's degree programme, you will not be able to take the exams related to that course until you have obtained your Bachelor's degree; you will in any case have to wait for the end of classes before being able to take the exams of the Master's degree programme.
- In case of non-payment of the instalments of the all-inclusive fee within 30 days from the expiry date there is an administrative block of the career and you can't take exams.

What does it mean to accrue attendance?

If the course belongs to the year in which you are enrolled, you must wait until the end of the lessons relating to that course.



In case of modification in your study plan of a course related to previous years, you will be able to take the modified exam only "once you have acquired attendance", i.e. after the end of the lessons scheduled for that course, according to the Academic Calendar of the current academic year.

Even in the case of admission to years subsequent to the first following a transfer, change of programme, shortening, achievement of a second degree or re-enrolment following withdrawal/forfeiture, you must wait until the end of the relative lessons before being able to take the exams you owe, belonging to previous years.

If your course is taught in the second semester, you will not be able to take the examination in the winter session, but will have to wait until the end of the semester to register for the first call after the end of the course.

Booking for appeals

To register for the exam you must use the [Internet Desk](#)

Booking is compulsory and must be made **from the fifteenth day and no later than the fifth day before** the date set for the exam.

Please note:

- during exam sessions, check the timetables published on the web page of your degree programme to see which exams are scheduled and the relative classrooms assigned for the tests;
- if you decide not to attend an exam for which you are already registered, you are kindly requested to cancel your registration within the same deadline set for the appointment.

You have to book yourself for the relevant exams by selecting the codes of the courses included in your study plan

Students who are not properly booked cannot be admitted to exams.

Contacts

To contact the appeals office staff:

appelliorari.umanistiche@unibg.it (if you are a Humanities and Social Sciences/Literature, Philosophy, Communication student)

appelliorari.lingue@unibg.it (if you are a Foreign Languages, Literatures and Cultures student)

appelliorari.caniana@unibg.it (if you are a School of Economics and Management /Law student)

appelliorari.dalmine@unibg.it (if you are a School of Engineering student)



Online recording of exams for course credit

The results of examinations for course credit are recorded using the online recording procedure.

Here are the two scenarios configured by the system after the teacher has posted the results in the system:

- WRITTEN TESTS (silence-consent): by accessing the reserved area "Results Notice Board" of the Internet desk, you will be able to see the result of the test and you will be able to refuse the assigned mark within and not after the date communicated by the teacher; in the absence of an explicit refusal, the result of the test will be considered accepted;
- ORAL TESTS or exams that end with an oral test: you will only be able to see the result of the exam without being able to make any choice.

Issue of certificates (TOR)

In order to obtain a stamped Transcript of Records, intended for private individuals (or for foreign use), you will have to fill in the special certificate request available in the "Printable forms" section of the Student Secretariat at www.unibg.it/segremoduli (ITA) and send it by ticket from your institutional address ([Student Help Desk](#)) requesting to be able to virtually pay the stamp duty. The amount (€16.00 for the request and €16.00 for each certificate issued) will then be uploaded to your personal page of the Internet Desk and can be found under Secretariat>Payments.

The requested certificates will be sent to you by ticket or, upon payment of a fee of €10.00 (Italy) or €15.00 (abroad) will be sent to the address you indicate. Alternatively, you can book an appointment at the Student Secretariat desks for collection, presenting the necessary revenue stamps and a valid identity document: https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php?include=home&_lang=en

For uses for which the law **does not prescribe a stamp** (Italian Presidential Decree 26/10/1972 No. 642 Attached Table B, see "*Documents exempt from stamp duty*"), it will be sufficient to send by ticket the request for a certificate on plain paper specifying the article of the table according to which the exemption is provided.

Self-certifications

From your personal page on the [Internet Desk](#) you can print the self-certification regarding:

- enrolment with list of exams taken
- degree with list of exams taken