How to fill in the Study Plan – Uniweb

Through this procedure you can add the course units that you have chosen to your **Online Booklet**.

*It is only possible to sign up for exams and register results once you have completed your Study Plan.*

Please follow these step-by-step instructions to avoid any errors and to correctly add all course units.

>>> We advise you **NOT TO USE your mobile phone or SAFARI browser** when you complete the Study Plan (as the pages do not appear properly). Instead use Mozilla Firefox or Google Chrome. Also make sure you have a good internet connection).
Step 1 - LEARNING AGREEMENT

- Visit the course catalogue webpage (http://en.didattica.unipd.it/) and look up the course units listed in your confirmed Learning Agreement.

- For each course unit, write down the following information: (highlighted in the green boxes)
  - Official name
  - Code
  - Degree course
  - ECTS credits
  - Department of reference
  - Teacher in charge
IMPORTANT!!!

There are two types of course units:

- **Free access**: that can be selected by anyone without any restrictions

- **Restricted access**: (i.e. course units usually reserved for students enrolled in a specific degree course, however this restriction does not apply to exchange students). **ATTENTION!** These restricted course units can only be selected in the second stage of the Study Plan procedure. They will not appear in the first list that you will see, but instead in the later ones (called "Rules").

If the course unit is restricted access, the following sentence will be indicated in the course catalogue: «The course unit is available only for students enrolled in...».
IMPORTANT!!!!
You will not find the course unit 'Italian Language Lab – L2' (worth 3 ECTS) in the course catalogue, it will be automatically entered to your Online Booklet by the Student Office before the end of your mobility. Therefore you do not need to select it during the Study Plan procedure.
Step 2 - Access to Uniweb

- Visit the Uniweb Home Page (https://uniweb.unipd.it/Home.do) and click on Login

- Type in your username and password
Step 3 - Filling in the Study Plan

- To start the procedure, click on 'study plan'.
International Office
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- Click on 'New study plan'
- Then, click on 'Proceed to complete your study plan'
- To add course units to your study plan, click on 'Add Activity'
Now you will find the list of Degree courses, grouped into departments. If you click on a Degree course, you’ll find only the free access course units that belong to it.

Note the information about the free access course units which you have found in the course catalogue (http://en.didattica.unipd.it/: Degree course, Department of reference, code, credits, professor etc.)
IMPORTANT!!!! In this first list you will not find restricted access course units (those usually reserved for students enrolled in a specific degree course, but accessible to exchange students).

For example, ALL course units belonging to the degree course 'Nursing and Midwifery Sciences' are restricted access course units. Therefore you will not find any listed, but instead the following statement:
The selected degree course doesn’t have any free access course units / Non sono presenti attività selezionabili in questo corso di studi

You will be able to select restricted access course units in the following steps, for the moment you can only enter free access course unit
To add a free access course unit click on 'Aggiungi (Add)'.
The course unit will appear in the list above, called ‘Selected course units’.
To delete a course unit that you have selected, click on 'Delete'.
In order to select another free access course unit belonging to a different degree course: go back to the first list by clicking on 'Change degree course' at the bottom left of the page.

To add restricted access course units to your Study Plan, click on “Back to the rule”

To finish the Study Plan procedure, click on “Back to the rule”
• Click **ONCE** on "**Next rule**" to go forward

Please **wait patiently for the next page to load** without clicking the button again
List of restricted access course units

Restricted access course units are grouped in different lists, according to their School of reference. These lists will appear in following pages:

1) School of Medicine
2) Schools of: Law, Economics and Political Science, Psychology, Human Science
3) Schools of Engineering, Science, Agriculture and Veterinary Medicine

As the list is extremely long, we suggest that you search for course unit name through the 'Find' function of your browser (Keyboard shortcut: press Ctrl+F).

If any course unit is missing in these lists, please send an email to erasmus.incoming@unipd.it providing the following information: course code, course name, ECTS credits, Degree Course of reference
Select the course unit by clicking on the box next to it.

If you have selected at least one course unit, click on "Next rule".

If you don’t want to select any item on this list, click on "Skip forward".

Choice of the course units - Study Plan of [MAT. . . . .] - [MAT. . . . .]

Please note

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

Rule: No. 3 - Year of course 1

In the following list you can only find the course units belonging to the School of Law, School of Economics and Political Science and Department of Statistical Science. Course units belonging to other schools are listed in following so called "rules" (further in this procedure).

Gli studi di scienza economica, di scienze politiche e di scienze statistiche - Choose from 1 up to 60 CFU from among the following exams:

- Economics [EP2091]
- Mathematical Analysis - Real and Complex [EP0186680] - [CFU: 12]
- English Language [SP4046425] - [CFU: 12]
- Corporate Governance and Management I [EP4046432] - [CFU: 12]
- Law and Jurisprudence [G00270] - [CFU: 9]
- Tax Law [G0070529] - [CFU: 9]
- Political Sciences, International Relations, Human Rights [SP1421]
- German Language [SPL0000939] - [CFU: 9]
- Spanish Language [SPL0000526] - [CFU: 6]

Course options:

- Economics [EP2091]
- Mathematical Analysis - Real and Complex [EP0186680] - [CFU: 12]
- English Language [SP4046425] - [CFU: 12]
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- Political Sciences, International Relations, Human Rights [SP1421]
- German Language [SPL0000939] - [CFU: 9]
- Spanish Language [SPL0000526] - [CFU: 6]
Check the list of course units entered:

*If you have forgotten to select any course units, click on 'Previous rule'*

**ATTENTION!!!:** every time you click on 'Previous rule', you will go back to the previous page and **the choices you made earlier will be deleted.** You will have to select ALL the course units AGAIN.
Step 4 - Confirm your Study Plan

• Once you have completed your Study Plan, **you MUST CONFIRM IT**, by clicking on "Confirm study plan"

• If you click on 'Cancel study plan', you will delete all course units selected. You will have to fill in the Study Plan again from the beginning

• If you click on 'Print Study Plan', you can print your Study Plan.
• Click on **FINAL CONFIRMATION** to confirm the Study Plan.

• Express your opinion about Uniweb’s accessibility (your answer will be anonymous)
Your Study Plan is confirmed!

Click on HOME > Booklet to see the course units you have selected for your Study Plan.
Step 5 - How to modify your Study Plan

If you want to **modify** your Study Plan, access Uniweb (https://uniweb.unipd.it/Home.do)

Click on "Home" from the menu on the left, then click on "Study Plan".

When you click on "**Modify Study Plan**", you will have to fill in a **NEW STUDY PLAN**.

You will have to **REPEAT** the procedure **from the beginning** and **add all course units again**, as **when you modify the Study Plan, the previous one WILL BE DELETED**.
To request assistance or report any errors, write an email to

erasmus.incoming@unipd.it

Or contact the **International Office at your School / Department**

https://www.unipd.it/en/desks-and-contacts

Or come to the International Office - Mobility Unit main desk (Palazzo Bo, Via VIII Febbraio 1848, 2 - 35122 Padova) during receiving hours:

- **Monday, Wednesday, Friday 10 am-1 pm**;
- **Tuesday 10 am-1pm and 3pm-4.30 pm**;
- **Thursday 10 am-3 pm**