



UNIVERSITÀ
DEGLI STUDI
DI PADOVA



School of Psychology

Study Plan Guidelines

School of Psychology
A.Y. 2023/2024



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What is a Study Plan?

The study plan is the complete set of exams you must carry out in order to earn the credits (CFU/ECTS) required to graduate.

Each Degree Course provides a number of learning activities (teaching units, workshops, other activities): some are compulsory, others are optional. The sum of the compulsory and optional activities represents your Study Plan.

Filling out your Study Plan is **mandatory**.



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You must fill out your Study Plan according to the 'Outline for a Study Plan' (*Manifesto degli Studi*) of your Degree Course and to the rules related with your enrollment year.

ATTENTION: students who have switched to the **new ordinamento abilitante** must refer to the 'Outline for the Study Plan' (*Manifesto degli Studi*) **ord. 2023 cohort 2023**.

You will find the 'Outlines for the Study Plan' (*Manifesti degli Studi*) at <http://psicologia.unipd.it/manifesti-degli-studi>.

Since A.Y. 2017/2018, the Study Plan must be filled out with all the learning activities scheduled for the whole three-year duration of your First Cycle Degree Course (*Laurea Triennale*) or for the whole two-year duration of your Second Cycle Degree Course (*Laurea Magistrale*).



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You can choose between **two types** of Study Plan:

1. Automatically accepted Study Plan: you can select your optional teaching units among all those of the current year belonging to any Degree Course of the School of Psychology. Once you confirm your Study Plan, it will be automatically approved.

2. Study Plan to be approved: you can select your optional teaching units not only among the teaching units belonging to the Degree Courses of the School of Psychology, but also among those of other Degree Courses of Padua University. Once you confirm your Study Plan, it will be automatically delivered to the Chair of the Degree course (or the professor in charge of the evaluation) for the approval. You will receive an email with the outcome of the evaluation.



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Please Note:

- If you are a First Cycle Degree student, you can select as optional credits only teaching units from First Cycle Degree Courses;
- If you are a Second Cycle Degree student, you can select as optional credits teaching units from:
 - the Second Cycle Degree Courses of the School of Psychology;
 - First and Second Cycle Degree Courses of the other Schools of Padua University.
- You cannot select laboratories as optional credits.

Please check if further restrictions are specified in the 'Outline for a Study Plan' (*Manifesto*) of your Degree Course.



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Submission periods

1. Automatically accepted Study Plans:

from 04 December 2023 to 31 July 2023

2. Study Plans to be approved:

from 04 December 2023 to 31 December 2023

and

from 01 April 2024 to 30 April 2024



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PAY ATTENTION:

- It is your responsibility to check whether the correct Study Plan has been loaded in your online track before exam sessions start.
- **You cannot take an exam if you have not submitted your Study Plan and/or it has not been approved yet.**
- **FREE CREDITS:** According to the 'Outlines for a Study Plan' (*Manifesti*), the **optional credits** are **12**, but you can reach a maximum of **24**.
- If you added to your Study Plan some optional exams you won't take because they are in excess, you have to remove them from your Study Plan during the submission periods.

PLEASE NOTE: it is normal that exams removed from the study plan continue to appear in the online booklet, but this is not a problem: these will be marked as 'supernumerary', and therefore excluded from the calculation of the final mark by the Careers Office at the time of pre-graduation checks.



PAY ATTENTION:

- **LABORATORIES:** if your degree course includes one or more laboratories, you must indicate your choice when filling out your study plan, but enrolment must be carried out in the course's Moodle page. If you enroll in the Moodle page in a different laboratory than the one previously indicated in the study plan, you must update the study plan as soon as possible, within the opening periods of the procedure.
- If the degree course is organised in two different curricula/pathways, it is not possible to request a customised plan that mixes the activities of the two curricula/pathways.
- It is not possible to request a change of channel in the case of a course being channelled, nor is it possible to request a change of the matriculation number assigned by the Careers Office.



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PAY ATTENTION:

- Automatically accepted Study Plan can be modified at any time during the period in which they are open (i.e., from 04 December 2023 to 31 July 2024)
- **Once you have submitted the graduation application, you will not be further allowed to make any change to your Study Plan.**
- Even in the case of Study Plan to be approved, approval must be prior to the submission of the degree application. It is suggested, in this case, to fill it out in the early part of the opening period.



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In order to fill out your Study Plan, go to

<https://uniweb.unipd.it>

and log in with your unipd email credentials
(name.surname@studenti.unipd.it)



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Open the menu on the top right and click on «Home»:

Welcome NOME COGNOME(Student ID: 9999999)

Welcome to your reserved area.
In order to edit your personal details click on "Home" --> "Master data"
Information about your degree course and course units are available on the website <http://didattica.unipd.it>

Notices

We have detected phishing attempts to steal users' credentials through their university email account. Please ignore and cancel any message asking you to send your personal details by email, as University of Padova system administrations will never request information by email.

Personal details Show details ▶

Control panel Hide details ▼

Process	Status	To do list
Fees	● situazione regolare	display
Career plan	● editable	study plan
Available terms	● 0 available terms	
Term registration	● 0 bookings	

Student status

Messages

Personal messages

Sender	Title	Date
No messages		

Home

Logout

Change Password

Certificazione Unica

Right to university studies, disability disclosure, summer courses

Course Registration

Diploma attainment

Tirocini e stage

Apply as an exchange student

Iniziativa

International mobility

Questionnaires



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Then click on «Study Plan»:

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Uniweb

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Control panel Hide details ▼

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Available terms	● 0 available terms	
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Student status

Messages

Personal messages

Sender	Title
	No messages

Navigation menu (Home):

- Messages
- My photo
- Master data
- Identity documents
- Registrations
- Study Plan**
- Select Plan
- Booklet
- Exam sessions
- Partial exams



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Helpful email addresses:

international.psychology@unipd.it

pianidistudio.psicologia@unipd.it