All the students are asked to complete online their individual study plan. Are you worried? Don’t panic. This little guide will help you.

IMPORTANT THINGS YOU MIGHT WANT TO KNOW:

- you should submit your individual study plan as soon as possible: it is a formal confirmation that the chosen exams are suitable to award you a Master’s degree
- you have time to complete the Study Plan until June 30th, 2018
- if after June 30th you realize you want to make some changes, you’ll be able to change your study plan next year (again, from Sept to June)
- before completing your study plan, please consult the Manifesto degli Studi or the official overview of your degree course.

Remember that, to be valid, the Study Plan must have 120 ECTS credits of which:

- 18 for the final project,
- from 45 to 66 for Major subjects,
- from 15 to 30 for Minor subjects,
- from 9 to 15 for Elective subjects (from any Master’s degree of the University of Padova)
- 3 for the language proficiency: English B2
- 9 for the internship

1 - How to start

After you logged in Uniweb, click on the link Study Plans on the left menu. The link will bring you to the beginning of the procedure.

Read the notice and click on New study plan. You will be directed to another page with further instructions. After reading the notice, click on Proceed to complete your study plan.
In this section, you see a list of 24 exams. Here, you can choose the main subjects you took or are planning to take.

Even though the instructions tell you to select from 30 to 75 credits from this list, remember you should choose from **45 to 66 credits instead**. At the end of the page you see the sum of the credit you chose. In the example on the left, the student chose 66 ECTS credits in this area.

After you selected the exams you want click on **Next rule**

In this section, you see a list of 22 exams. You can choose the minor subjects you want to appear in your Study Plan.

Remember that you can choose **from 15 up to 30 ECTS credits from this list**.

Or, if you want to add exams that are not listed in this section, you will be able to add them manually in the next section. Still, at the end of section 3 and 4, the total sum of the credits for minor subjects should be between 15 and 30 ECTS credits.

After you selected the exams you want click on **Next rule**
4 - Unlisted minor subjects

If there are some **minor subjects** that are not listed in the previous section, you can look for them in section 4: here, you will be able to search for the exams you need and select them.

If you want to add new exams to your minor subjects list, click on **Add activity** in order to search for the exams manually.

If, instead, you think your minor exams list is complete just click on **Skip**.

5 - Elective credits

In this section, you are asked to choose the elective exams for your Study Plan.

You should select from **9 up to 15 ECTS** credits, here. Consider that you can take any subjects taught at the University of Padova, including Major or Minor subjects you did not choose previously.

Remember that, if you want to add different activities to the list of elective exams, you’ll be able to do so in the next section.

Still, at the end of section 5 and 6, the total sum of the credits should be between 9 and 15 ECTS credits.

6 - Unlisted elective credits

As for the minor exams, if you want to add some **elective exams** that are not listed in the previous section, this is where to add them: here, you’ll be able to search for and select them, you can choose from all the master’s degrees at University of Padova.

If you want to add new exams to your elective exams list, click on **Add activity**

If, instead, you think your elective exams list is complete just click on **Skip**.
7 - Other activities and Final Project

In this section, you are asked to select the activities that are necessary to complete the degree. Select them all.

8 - Let’s check it all

In this page you will be able to check all the exams you selected. If everything seems fine to you, then just click on **Confirm study plan** to navigate through the previous pages or, if you want to start again, then just click on **Cancel study plan**.

9 - Final confirmation and process satisfaction

We want you to be sure of submitting the Study Plan so, if you are sure that everything is ok, we just ask you to confirm it twice. The only thing you have to do is clicking on **Final confirmation**.

Right after confirming your Study Plan, Uniweb will ask you to evaluate the whole process of submission on a scale from 1 (not satisfied) to 6 (completely satisfied).

**IT'S OVER. YOU JUST SUBMITTED YOUR STUDY PLAN.**
But if you have further questions, please contact us at mime@dei.unipd.it we will be glad to help.