

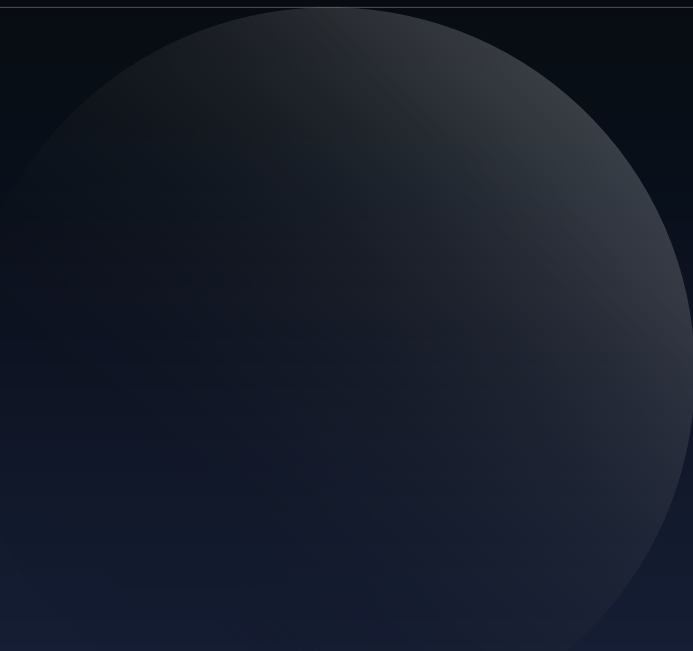


**POLITECNICO
MILANO 1863**






SCUOLA DI ARCHITETTURA URBANISTICA
INGEGNERIA DELLE COSTRUZIONI








**GUIDELINES TO FILL
IN YOUR STUDY PLAN**



Before starting filling in your study plan, compulsory for each year of study*, we suggest you to read these short guidelines, which should clarify some steps in which usually there is the risk of make mistakes.

-  1. Read the **Educational Rules of your Study Programme** carefully, especially the technical annex (point 14 - more info).
-  2. Open the Online Service's page of your study plan and the Degree Programme (manifesto) simultaneously, in order to visualize the **class schedule plans** and **to avoid schedule overlapping**.
-  3. **You have to complete your study plan in order to save it. It is possible** to overwrite the study plan **until the presentation's deadline**. On the top left of the screen you can visualize the remaining period for completing it.
-  4. **You have to fill your study plan for both semester** by including necessarily design studios and option groups for first and second semester. You cannot change your study plan after the deadline for submitting the application. However, during a limited period of time (defined in the Academic Calendar), between the first and the second semester, there is the opportunity to modify **ONLY** the non-meritocratic allocation's courses of the second semester.**
-  5. Be sure to **print and save the receipt** after submitting the study plan. Don't worry if the meritocratic allocation's courses will not be visible right after your submission, you will see them on the Online Services' page after the date of allotment, as written in the Academic Calendar.

6.  You can **fill in the Study Plan** selecting the teachings among the ones offered by your Course of Study. During this process, you can insert the courses called EFFECTIVE (useful for the degree), which are indicated in the programme of your Course of Study. Moreover, it is possible to buy surplus courses (not useful for the degree).***
7.  **If you submit your Study Plan after the Academic Calendar deadline:**
- You have to pay **100 euro's fine**;
- Your study plan will be controlled and approved by the course's coordinator. This is a long time procedure, **you might start the classes later** and you will be located in the available courses sections.
So, always check the main deadlines of the Academic Calendar.
8.  BACHELOR DEGREE
If you attended a course during the previous academic year, but you have not sat or passed the exam, **your attendance fails**, and you must attend the course/studio again to be able to sit the exam. So, **courses** with a failed attendance are not automatically included in your study plan and **you must add them again** even if a third session (February) for the exam is still available.

MASTER DEGREE
if you attended studios (at least 70% presence) and courses but have not sat or passed the exam, **attendance doesn't fail and remains valid for the next academic year**. If you need to attend again a studio or a course, you can delete the past year's attendance and add it again in your study plan, paying for the taxes.
9.  BACHELOR DEGREE
In case the verbalization of an exam you succeeded is missing while you are filling in your study plan, you are allowed to self-certify the success in the examination. **If you have not sat or passed an exam yet** a self-certification is illegal. **A false statement doesn't allow the subscription to exams' sessions of the self-certified course** and it implies the cancellation of your attendance to the course/studio and you will not be able to insert it in your study plan until the following academic year.
10.  Students who are leaving for a period of mobility for study must fill in the study plan for the whole academic year beside the OLA.

NOTE:

* If you are enrolled in the first year of a three-year degree at the AIUC School you don't have to fill it out. **From the second year**, however, **you have to fill it in**.

** Students enrolling @LaureaMagistrale/Master of Science **during the second semester**, can fill in the study plan with the second semester teachings **ONLY**.

*** If you are enrolled in the Bachelor in Architectural Design and in Building Engineering and Construction, you can have CFU in surplus only if you have already acquired 145 CFU.

Depending on the number of CFUs you enter per year, you will need to pay a all-inclusive contribution fee as follows:

N° CFU expected from the study plan	Percentage of the all-inclusive contribution
0-32	50%
33-45	75%
46-74	100%
75-80	130%

If you are concerned that you have a particular problem not resolved by the guidelines and public meetings at the beginning of the semester, you can contact the AIUC School staff.

For more information:

<https://www.polimi.it/studenti/piano-degli-studi-e-ofa>

<https://www.polimi.it/studenti/piano-degli-studi-e-ofa/come-presentare-il-piano-degli-studi>