**HOW TO FILL IN THE STUDY PLAN**

**From Oct. 2, 2023 to July 15, 2024, the online procedure for filling in the study plan is active.**

**General information**

The study plan is a document that attests the list of educational activities that the student intends to attend (compulsory or optional), in order to achieve **120 credits (ECTS/CFU)** required to obtain the master's degree.

To fill in the study plan, it is necessary to log in to [www.uniweb.unipd.it](http://www.uniweb.unipd.it), click on "Home" and then "Study Plan." The manual useful for filling out the study plan online is available on ''Unipd.it'' at the following (link)<http://www.unipd.it/uniweb?target=Studenti> (for the moment only in Italian).

**FILLING IN THE PLAN IS MANDATORY FOR ALL STUDENTS.**

Students are required to fill in the study plan before taking the exams.

Students can fill in and edit the study plan online **from October 2, 2023 to July 15, 2024**.

**ANNEX 2, REFERENCE DOCUMENT FOR FILLING IN THE STUDY PLAN.**

In order to fill in the study plan, it is necessary to read Annex 2, which contains the planned educational activities within the degree programme. “Annex 2” contains all the teachings of the programme, depending on the academic year of enrollment. For each teaching, the document includes: the type of teaching, the semester of the activity, number of hours and ECTS, in addition to the responsible teacher’s name.

Before filling in the study plan, please check the “Annex 2”, taking into account the academic year of your enrollment. For example, the students enrolled in a.a. 2023/2024 must refer **only** to 2023/2024“ Annex 2”.

The plan of activities can be found at the link: [www.didattica.unipd.it](https://en.didattica.unipd.it/):

- select the A.Y. of enrollment;

- select the degree course (Second Cycle - School of Human Sciences - Archaeological Sciences);

- in the first box containing information about the Degree Course tracks, click the item *Annex 2.*

**Instructions and deadlines**

Students can fill in and edit the study plan online from October 2, 2023 to July 15, 2024.

**ATTENTION:** After submitting the application for admission to the final examination and graduation, the study plan can no longer be changed.

**ACTIVITIES OUTSIDE THE STUDY PLAN (EXTRACURRICULAR)**

The students may, if they wish to enrich their curriculum, take other examinations in addition to those included in their course of study. The grades obtained in the exams indicated outside the study plan do NOT contribute to the GPA.

Interested students should send an e-mail to the student secretariat at scienzeumane.studenti@unipd.it where they will indicate the name of the courses and their codes, specifying clearly that these are educational activities to be included outside the study plan.