

## GUIDELINES TO FILL IN YOUR STUDY PLAN



**POLITECNICO**  
MILANO 1863

SCUOLA DI ARCHITETTURA URBANISTICA  
INGEGNERIA DELLE COSTRUZIONI

**JANUARY 2019**

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 point 14/15.

2.



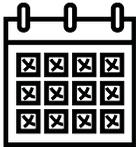
Open the Online Service's page of your study plan and the Degree Programme (manifesto) simultaneously, in order to visualize the class schedule plans and **to avoid schedule overlapping**.

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.



We suggest you to **fill in your study plan for both semesters** (first and second semesters). 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 must insert the number of credits as indicated in the Degree Programme** in order to submit your Study Plan. During this process, you can insert the courses called EFFECTIVE, which are indicated in the programme of your Course of Study. Moreover, it is possible to buy surplus courses. \*\*



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.



#### 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.



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.



If you still have doubts, you should read [FAQ](#) on the AUIC website.

If you're afraid you have a particular problem which is not solved or treated in the guidelines, we suggest you to send us a Trouble Ticket filling the forms for [Bachelor](#) or [Master Degree](#).

## NOTE

\* If you are enrolled in the first year at the Bachelor in Architectural Design, the study plan is generated ex officio and you do not have to fill it in. From the second year, however, you have to fill it in.

\*\* 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%