

STUDY PLANNING

Students enrolled in a degree course are assigned a standard Study Plan according to the rules of the degree course.

The students can present the Study plan online during the [opening periods](#).

Some credits (CFU) are of your choice, so that you have to choose the courses you want to attend, in order to fill the Study plan form.

For the choice of the “free credits” you can opt between:

- mandatory exams from [other courses of the University of Florence](#)
 - in case of limited enrollment degree courses (see the [list](#)) you have to ask to the Professors or to the Course Administration Office to verify the availability.)
 - verify the preparatory exams according to degree course's rules
- [Thematic seminars](#) (remember: thematic seminars do not give a grade, only pass or fail evaluation)

It is possible to increase the CFU choosing up to 6 (if the rules of your degree course consider 12 CFU for free choice, you can choose up to 18 CFU).

For further information you have to study the rules of your course and see the particular information on the website of the specific degree course.

For the complete information see the [web page](#) of the School of Architecture (in Italian language).

STUDY PLAN FORMS

The students can present the Study plan online during the [opening periods](#).

It is possible to present the study plan/change in study plan outside the opening periods **ONLY** in cases of urgency and necessity (Erasmus mobility, Graduating, Ask for a scholarship)

A - ONLINE STUDY PLAN

You can present the study plan online only if you are part of the cases listed in the [Table 1](#).

! IMPORTANT: Be very careful when you present the definitive version of your plan, or cancel it, in order not to have problem when you book your exams.

Table 1:

A.A. immatr. (coorte): the academic year of your first enrollment

Commissione valutazione: The commission of Professors who will evaluate your study plan and approve it.

We suggest you to see the [webpage of the University of Florence](#) where you can find tutorials and a guide (in Italian language).

To present your study plan on line you have to log in the [on line services web page](#) and click *Applicativo Gestione Carriera Studente*

 (during the [opening periods](#))

B - PDF STUDY PLAN:

If you are NOT part of the cases listed in the [table 1](#), you have to present a **pdf** copy.

Other cases of students who cannot present the study plan online but only on **pdf** copy:

- Undergraduates not compliant with University regulations (application, registration taxes...)
- Undergraduates transferred from other Universities, with previous exams/credits validated at the University of Florence and other cases to be seen

- Students attending the B067 Degree Course “Architettura del Paesaggio
- Students who will graduate before July of the current academic year (the online study plan is referred to the current academic year, the first useful date to graduate is July)

To download the **pdf** copy of the study plan Undergraduates have to visit their degree course webpage: go to [Table 2](#) and click on the specific degree course. Then:

- download the file
- fill out the study plan
- save as PDF (max 1 MB)
- send the plan by e-mail (use ONLY the official e-mail: @edu.unifi.it) specifying: name, surname, matricola (student number), code of the degree course, coorte (the academic year of your first enrollment) – For example:
Rossi Mario - 1234567 - B117 – 2013.
Send the e-mail to the competent course administration office (based on where the degree course is offered):
Firenze - architettura.pianistudio@unifi.it
Calenzano - segr@design.unifi.it
Prato - didattica@pin.unifi.it

On the website you can find a [tutorial](#) (in Italian language)

C – HOW TO MODIFY YOUR STUDY PLAN

If you have already presented your study plan and want to modify it:

- Online: during the opening service periods you can modify your study plan, just remember to confirm definitively or cancel it.
- pdf copy changes request form: go to [Table 2](#), click on the specific degree course and download the file to present your change. Follow the instructions above to send the file. **Remember** to buy the stamp “marca da bollo” (€ 16,00) and put it on the pdf copy

On the website you can find a [tutorial](#) (in italian language)

IMPORTANT:

- pdf copy study plan and changes request forms will be sent to the commission of Professors who will evaluate it. After the approval the pdf copies are sent to the [students administration office](#) in order to update the student's university career. This operation is non-computerized, and can take several days.
- In case of graduating, please check the deadlines in the [“allegato al Calendario didattico”](#).

STUDY PLAN SPECIFIC ASSISTANCE

Contact the competent **Course Administration Office** (based on where the degree course is offered) – see [Table 2](#):

Firenze - architettura.pianistudio@unifi.it
Calenzano - segr@design.unifi.it
Prato - didattica@pin.unifi.it

Use ONLY the official e-mail: @edu.unifi.it specifying: name, surname, matricola (student number), code of the degree course, coorte (the academic year of your first enrollment) – For example: Rossi Mario - 1234567 - B117 – 2022.

USEFUL LINKS:

- Professors' contacts: use the University online service "[cerca chi](#)"
- IT problems: use the University online service [help desk](#)
- Taxes, enrollments, certificates, and other “administrative” issues, contact the [students administration office](#): segreteriastudenti.capponi@unifi.it
- Exams from other courses:
 - School of Architecture: [Offerta formativa](#)
 - Other Schools of the University of Florence: [Offerta formativa](#)