

HOW TO FILL IN YOUR ONLINE STUDY PLAN



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

The online study plan: why it is compulsory

It is compulsory to fill in the online study plan before sitting the exams because AlmaEsami, the system used for registering for the exam sessions and for recording the grades, works only for the exams already included in your online study plan. It is possible to change your study plan at any time by adding or deleting course units. Please note that this has to be done before sitting the exam! In order to find the list of course units you can check www.unibo.it/courseunits. If you need some help in choosing the right course units please contact the International Relations Office of your study Area (ambito) for advice.

How to submit your online study plan

Go to www.unibo.it/AlmarmStudenti and click on

Login

Type in your username and password (university credentials).

When you are in your personal home page click on

Fill in your study plan

At the next page click on the box Study Plan



Then click on

Next

And on

Add

You can select the course units by professor (Teacher), by course unit name (Subject description), by course unit code (Subject code), by degree programme name (Programme description) or by degree programme code (Programme code).

Then click on

Search

The course units are listed by course unit name (Subject), along with professor's name (Teacher), degree programme code and name (Programme) and the credits (CFU). Sometimes the same professor teaches the same course unit for different degree programmes.

In this case the same course unit and credits are listed more than once. To choose the right course unit pay attention to the professor's name and to the amount of credits assigned to the unit.

For instance:

Subject	Elementi di ingegneria elettrica
Teacher	Breschi Marco
Programme	0918 - Ingegneria chimica e biochimica
CFU	9

Some courses are integrated courses made of two or more components (the so-called C.I. = Corso Integrato).

For instance:

27315 - Chimica agraria (C.I.) is made of two components:

08152 - Chimica del suolo: Cludio Marzadori, Credits: 6

65857: Biochimica agraria e fertilità del suolo: Claudio Ciavatta, Credits 6.

You can choose to upload the whole integrated course and sit the whole exam or to upload only one or more components and sit the single exams. To be sure you are uploading the right component check the professor's name, the degree programme code and the credits.

Furthermore check that the course unit is separated by the component name by a dash (C.I. - Component).



For instance, if you want to select “Chimica del suolo”, you have to look for

Subject	08152 - Chimica agraria (C.I.) - Chimica del suolo
Teacher	Marzadori Claudio
Programme	8524 - Tecnologie agrarie
CFU	6

Tick the circle on the left of the course unit name and then click on

Select

If you wish to add other course units click on

Add

if you do not want to choose any other course unit click on

Next

and then on

Save

Once you have saved your study plan you can print out a copy of it or save it as a Pdf file. When you have finished remember to “Logout”.

Almaesami

The exams that you have uploaded in your study plan are automatically uploaded in AlmaEsami. Through AlmaEsami you can register for the exam sessions and check whether your grades have been recorded. You can find AlmaEsami among the students’ online services on www.unibo.it portal or in your personal homepage in www.unibo.it/AlmamStedenti (“Register for an exam” button)

Foreign language proficiency tests at the University Language Centre (CLA)

If you want to do a language proficiency test (Idoneità linguistica) in the English, German, Spanish, French language at the University Language Centre CLA (formerly known as CILTA and CLIRO), you have to upload in your online study plan the unit of the right level (A1, A2, B1, B2, C1, C2) and with the right number of credits. You can search the right unit under “Subject description” using one of the following designations:

Idoneita’ lingua inglese

Idoneita’ lingua francese

Idoneita’ lingua spagnola

Idoneita’ lingua tedesca

Choose the unit(s) with degree programme code CLT if you are studying in Bologna and CLIR if you are studying at one of the other Campus (Rimini, Ravenna, Forlì or Cesena).

Soft skills

If you want to attend soft skills course units, you can filter them by Degree programme (programme description: Soft skills) and find out the available ones.