



Guide to completing the Online Study Plan

For some Degree courses and student cohorts, the presentation of the Study Plan takes place through a new online service. Details and timings are available on the specific pages of the University Schools' websites.

When completing the study plan, only the courses related to the relevant cohort are proposed - except for Free-Choice Activities - (note: *cohort* = the group of students who, in a certain academic year, have enrolled for the first time in the Degree Course, identified by the year of enrollment).

In cases of:

- students with inactive/non-regular enrollment in the current Academic Year,
- degree programs or cohorts for which online submission is not planned for this Academic Year,
- transfers/career changes/abbreviations,
- already approved individual study plans,
- graduates with a paper study plan already submitted,

online study plan compilation may not be available.

The online procedure allows: choosing the study plan, confirming mandatory exams, entering optional exams and those chosen freely. While completing the plan, the system shows, one by one, all the rules to be followed and, for each of them, the teaching activities that the student can/should choose within that rule.

For each rule, the student selects the teaching activities (the number depends on what the rule itself requires) and proceeds to the next rule.

At the end of the rules, it is necessary to **confirm** your study plan.

The specific actions a student must perform during the completion will depend on the rules defined by their degree program and their career.

For more details and insights, you can contact the Student Career Office of your School.



POINT 1: PRESENTATION OF THE ONLINE STUDY PLAN

- 1) Access the University Online Services (**S.O.L.**) from the website <https://www.unifi.it/it/home/accesso-ai-servizi-online-di-ateneo> by clicking on the "Enrolled Students" box, then selecting "Student Career Management," and logging in with your SPID/CIE credentials if you are an Italian citizen, otherwise with your student ID number and password.

Students

Quick access

- [Student Career Management](#)(Gestionale Carriere Studenti GCS for exam registration, career data, online fee and tuition payment, graduation application, forgotten password and more)

- 2) By following the path **Menu** -> **Study Plan** -> **Study Plan**, you enter the page where information related to your current Study Plan is shown and from which you can modify the study plan by clicking the **Change study Plan** button, if you already have an associated "statutory" plan.

If the degree program offers more than one curriculum and the relevant choice has not yet been made, the system notifies that you must first proceed with the study track choice and then with the study plan submission.

If provided by your Degree Program, the System will offer you a choice between **STANDARD PLAN** and **PLAN WITH AUTOMATIC APPROVAL**.

- a. The *Standard Plan* is subject to evaluation and approval by the committee. The selection of the CFU assigned to free choice can be made on the remaining optional activities, on activities recommended by the degree program for the relevant Cohort of belonging, or on the entire teaching offering of the University.
- b. The *Plan with Automatic Approval* is not subject to evaluation by the committee, but is instead approved automatically when the student - at the end of the completion procedure - selects the button "Confirm definitively".



Unlike the Standard plan, in Automatic Approval plans students can select freely chosen activities only and exclusively from a predefined list, established by the degree program.

Choice of: NOME COGNOME - [MAT. 1234567]

Study plan scheme

	Description	Open
<input type="radio"/>	AUT-B72-25 Automatic Approval - enrollment year 2025, B426, Management study track Study track: MANAGEMENT NOTE: This study plan is automatically approved and includes a free choice of courses selected from those offered by the degree programme.	
<input type="radio"/>	STD-B72-25 Standard 3426 - enrollment year 2025, Management study track Study track: MANAGEMENT NOTE: The study plan template is subject to evaluation and approval by the designated committee. The selection of ECTS credits allocated to free-choice courses may be made from the remaining optional activities, from the activities recommended by the Degree Programme in the Student Guide for the relevant enrollment year, or from the entire range of courses offered by the University.	

OK

Once the plan scheme is chosen, the procedure will show the **Rule of Choice** defined by the Degree Program, i.e., a series of rules to follow for adding courses to one's study plan.

For each rule, students can:

- i. **select the teaching activities** to add to their study plan (which must meet the constraints imposed by the current rule) and move to the next rule, via the **Next Rule** button.
- ii. **return to the previous rule**, possibly to review some of their choices, via the **Previous Rule** button.

For each new rule, a summary of the student's choices - made up to that moment - is available at the bottom of the page.

In the case of certain specific types of rules, it is possible to **skip the rule** (via the **Skip Choice** button) postponing the selection to a later time or to a subsequent rule.

POINT 2: TYPES OF ACTIVITY CHOICES

a. **Compulsory activities:**

They make up the list of Teaching Activities (AD) considered mandatory for each student's study path. Mandatory activities are already selected, therefore the student cannot deselect or modify them and must only proceed to the next rule by clicking the **Next Rule** button.



Rule of choice - Num.1 - Course year 1

OBBLIGATORI PRIMO ANNO - Compulsory teaching activities:

- BUSINESS DATA ANALYSIS (B030601) - [CFU:6]
- CORPORATE FINANCE (B018849) - [CFU:6]
- CORPORATE GOVERNANCE (B018871) - [CFU:12]
- ENTREPRENEURSHIP AND INNOVATION (B030599) - [CFU:6]
- FINANCIAL & COST ACCOUNTING (B031181) - [CFU:12]

Next Rule

b. Activities chosen within a list:

Under certain rules, the system allows the **selection of one or more educational activities** within a predefined list. In this case, students select the desired educational activity or activities and, moving on to the next rule, add them to their study plan.

The system shows a counter of earned credits (CFU) within the current rule, which is updated with every activity selection or deselection. The selection must meet the CFU constraints defined by the rule.

Rule of choice - Num.5 - Course year 2

GRUPPO DI SCELTA CARATTERIZZANTI - Choose exactly 6 CFU from among the following exams

Options chosen from the rule:

- BRAND COMMUNICATION (B031195) - [CFU:6]
- INNOVATION AND STRATEGY IN THE AI AGE (B034530) - [CFU:6]
- SUPPLY CHAIN MANAGEMENT (B031194) - [CFU:6]

CFU Min: CFU Max:

Previous rule

Next Rule

c. Free-choice activities in your study program:

Some rules allow the selection, from a predefined list, of educational activities offered in your study program and available for free choice. In these cases, the student must:

- **select some of the indicated activities**, according to one's own preferences;
- **respect the CFU constraints** imposed by the rule itself, selecting activities that respect the minimum and maximum number of CFU indicated.

The system shows a **counter of CFU accumulated within the current rule**, which is updated with every selection or deselection of an activity.



Rule of choice - Num.6 - Course year 2

GRUPPO DI SCELTA LABORATORI - Choose exactly 6 CFU from among the following exams

Options chosen from the rule:

- BUSINESS ETHICS WORKSHOP (B031184) - [CFU:3]
- BUSINESS WORKSHOP (B031193) - [CFU:3]
- CONSUMER BEHAVIOUR WORKSHOP (B031812) - [CFU:3]
- DIGITAL BUSINESS MODELS WORKSHOP (B034529) - [CFU:3]
- INNOVATION AND NEW PRODUCT DEVELOPMENT WORKSHOP (B031185) - [CFU:3]

CFU Min:6 CFU Max:6

Previous rule

Next Rule

By clicking on:

- **Next rule:** the chosen option is confirmed, and the user moves to the next rule (provided that the constraints imposed by the rule have been respected);
- **Previous rule:** return to the previous rule;
- **Skip the choice:** you completely skip the selection of teaching activities related to the rule, deferring the choice to a later time or to a subsequent rule.

In case you choose even a single teaching activity, the value shown in the CFU counter will be updated for the **SINGLE** displayed page.

d. Free-choice activities in the University's teaching offer:

Allows to include, in the study plan, free-choice teaching activities within the **activities of other study programs**, always respecting the **constraints on the number of CFU accumulated through your own choice**.

- Choice of learning activities from the digital academic records
- Choice of the course of study
- Choice of teaching activity

Previous rule

Skip rule

Add activity

In order to select activities to add to your study plan, you must click the **Add activity** button.

The system will display a list of study programs.



» Study Plan » Learning activities choice

Choice of the teachings of: NOME COGNOME - [MAT. 1234567]


The list of study courses is presented on this page: selecting one will be shown the didactic activities offered.

[101221] - Agraria

- [LM] [B098] AGRICULTURAL SCIENCES AND TECHNOLOGIES
- [LM] [B102] FOREST SYSTEMS SCIENCES AND TECHNOLOGIES
- [LM] [B112] WILDLIFE SCIENCES AND MANAGEMENT
- [LM] [B188] FOOD SCIENCE AND TECHNOLOGY
- [LM] [B216] NATURAL RESOURCES MANAGEMENT FOR TROPICAL RURAL DEVELOPMENT
- [LM] [B225] BIOTECHNOLOGY FOR ENVIRONMENTAL MANAGEMENT AND SUSTAINABLE AGRICULTURE (BIO-EMSA)
- [LM] [B375] AGRICULTURAL SCIENCES AND TECHNOLOGIES
- [LM] [B381] WILDLIFE SCIENCES AND MANAGEMENT

[101222] - Architettura

- [LM] [B076] ARCHITECTURE
- [LM] [B220] FASHION SYSTEM DESIGN
- [LM] [B268] LANDSCAPE ARCHITECTURE
- [LM] [B269] URBAN AND REGIONAL PLANNING AND DESIGN FOR SUSTAINABILITY

By selecting a study course, the list of didactic activities that can be chosen to obtain the CFU required by the rule will be shown: click the symbol  to select the didactic activity of interest.

» Study Plan » Learning activities choice

Teachings choice of: NOME COGNOME - [MAT. 1234567]

This page displays the didactic activities to choose from divided by study path. Next to a teaching activity, the grouped activities can be listed in brackets.

Chosen learning activities













There are no activities already selected

Learning activities selectable from the course ECONOMICS AND DEVELOPMENT















GENERICCO (sort: 2014)

Description	Formative credits	Aggiungi
[B016456] MICROECONOMETRICS	6	

DEVELOPMENT ECONOMICS (sort: 2014)

Description	Formative credits	Aggiungi
[B016505] AGRICULTURE, DEVELOPMENT AND POVERTY	6	
[B019356] AGRI-FOOD ECONOMICS	6	
[B020851] ANTHROPOLOGY AND DEVELOPMENT	6	
[B019470] ECONOMIC HISTORY OF GLOBALISATION	6	
[B026830] ECONOMIC LAW	6	
[B033608] ECONOMICS OF INNOVATION	6	
[B016512] ENVIRONMENT AND DEVELOPMENT	6	
[B020838] HISTORY OF ECONOMIC THOUGHT	6	
[B020850] INTERNATIONAL CONFLICT TRANSFORMATION	6	
[B020837] INTERNATIONAL LAW	6	
[B026829] INTERNATIONAL TRADE	6	
[B031232] LABOUR ECONOMICS AND GENDER	6	
[B016470] LOCAL AND INDUSTRIAL DEVELOPMENT	6	
[B020852] POLITICS OF GLOBALISATION AND HUMAN RIGHTS	6	

ECONOMICS (sort: 2014)

Description	Formative credits	Aggiungi
[B030709] Behavioural and social evolution	6	
[B026401] BEHAVIOURAL ECONOMICS	6	
[B028630] COMPUTATIONAL ECONOMICS	6	
[B030722] ECONOMETRICS LAB	6	
[B030723] ECONOMETRICS LAB	6	
[B026829] INTERNATIONAL TRADE	6	
[B031232] LABOUR ECONOMICS AND GENDER	6	
[B031333] MICROECONOMETRICS	6	
[B030714] MATHEMATICS LABORATORY	6	
[B030706] POLITICAL ECONOMY	6	
[B033611] REGULATION AND DIGITAL MARKETS	6	
[B030726] Stats Lab I: software	3	
[B030725] Stats Lab II: models and applications	3	
[B033633] STATISTICS LAB	3	

Following each new choice, the system will display an updated summary of the selected activities, as well as the list of those activities that can still be chosen to respect the CFU count constraint.


This page displays the didactic activities to choose from divided by study path. Next to a teaching activity, the grouped activities can be listed in brackets.

Chosen learning activities




Description	Formative credits	Remove
[B016505] AGRICULTURE, DEVELOPMENT AND POVERTY	6	

Learning activities selectable from the course ECONOMICS AND DEVELOPMENT


GENERICO [sort: 2014]

Description	Formative credits	Aggiungi
[B016456] MICROECONOMETRICS	6	

DEVELOPMENT ECONOMICS [sort: 2014]

Description	Formative credits	Aggiungi
[B019356] AGRI-FOOD ECONOMICS	6	
[B020851] ANTHROPOLOGY AND DEVELOPMENT	6	
[B019470] ECONOMIC HISTORY OF GLOBALISATION	6	

At this point, it is possible to:

- **select another activity**, within the **same study course**, using the corresponding icon  ,
- **delete a chosen activity**, by selecting the **Delete** icon (the system will accordingly update the activity lists);
- **select the Back to the rule button** which allows you to return to the main screen of the current rule and, if there are no problems, to the next rule.

At any time, it is also possible to use the **Change CDS** button to return to the list of available study programs and search for activities offered in other study programs.

Some **rules**, generally those **related to free choice activities**, can be tied to a **constraint on the total sum of CFU**.

In these cases the constraint and the bound rules are shown at the top of the page (see image below); the number of CFU entered into the rules is displayed as a reminder next to the rule description.

During completion, the system FIRST checks compliance with the individual rules and THEN the overall compliance with the constraint that binds them.



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Study Plan - Learning activities choice

Choice of the teachings of: NOME COGNOME - [MAT. 1234567]

First of all, if you have activities present in the digital academic records that can be considered to satisfy this rule free from offer, you will be given the opportunity to select them. If the rule is not yet satisfied, you will be asked to select a course of study and you will be shown all the learning activities offered therein divided by study path. If the rule is optional, it is possible to omit it and go directly to the next.

PLEASE NOTE

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

The sum of the choices made in the following rules must be between 9 - 12 CFU

- Rule n.8: SCELTA DA RESIDUO ANNO 2025 Selected 0 CFU
- Rule n.9: SCELTA DA RESIDUO ANNO 2025 Selected 11 CFU
- **Rule n.10: SCELTA AUTONOMA B72 ANNO 2025 Choose from 1 up to 12 CFU**
- Rule n.11: SCELTA AUTONOMA B72 ANNO 2026 Choose from 1 up to 12 CFU

Rule of choice - Num.10 - Course year 1

Lo studente ha a disposizione da 9 a 12 crediti per la scelta libera. I crediti selezionati oltre i 9 entreranno a far parte del piano e verranno conteggiati per la media.

SCELTA AUTONOMA B72 ANNO 2025 - Choose from 1 up to 12 CFU from among the courses on offer

Le scelte effettuate su questa regola sono relative ad insegnamenti offerti nell'AA 2025-26.

- Choice of learning activities from the digital academic records
- Choice of the course of study
- Choice of teaching activity

Previous rule

Skip rule

Add activity

Data of the study plan in compilation

Study track chosen: MANAGEMENT

Year of offer: 2025

Year of regulation: 2025

Scheme plan: Standard B426 - enrollment year 2025, Management study track

The sum of the choices made in the previous rules of this constraint is 12 CFU

POINT 2bis: Entry of an excessive number of CFU

When the total number of CFU provided by the plan or the constraints provided by one or more rules are not respected, **the system asks to review the choices made**, restarting from the first violated rule.

Study Plan - Learning activities choice

Choice of the teachings of: NOME COGNOME - [MAT. 1234567]

First of all, if you have activities present in the digital academic records that can be considered to satisfy this rule free from offer, you will be given the opportunity to select them. If the rule is not yet satisfied, you will be asked to select a course of study and you will be shown all the learning activities offered therein divided by study path. If the rule is optional, it is possible to omit it and go directly to the next.

PLEASE NOTE

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

The sum of the choices made in the following rules must be between 9 - 12 CFU

- Rule n.8: SCELTA DA RESIDUO ANNO 2025 Selected 0 CFU
- Rule n.9: SCELTA DA RESIDUO ANNO 2025 Selected 12 CFU
- **Rule n.10: SCELTA AUTONOMA B72 ANNO 2025 Choose from 1 up to 12 CFU**
- Rule n.11: SCELTA AUTONOMA B72 ANNO 2026 Choose from 1 up to 12 CFU

Rule of choice - Num.10 - Course year 1

Lo studente ha a disposizione da 9 a 12 crediti per la scelta libera. I crediti selezionati oltre i 9 entreranno a far parte del piano e verranno conteggiati per la media.

SCELTA AUTONOMA B72 ANNO 2025 - Choose from 1 up to 12 CFU from among the courses on offer

Le scelte effettuate su questa regola sono relative ad insegnamenti offerti nell'AA 2025-26.

- Choice of learning activities from the digital academic records
- Choice of the course of study
- Choice of teaching activity

Previous rule

Add activity

Next Rule

Data of the study plan in compilation

Study track chosen: MANAGEMENT

Year of offer: 2025

Year of regulation: 2025

Scheme plan: Standard B426 - enrollment year 2025, Management study track

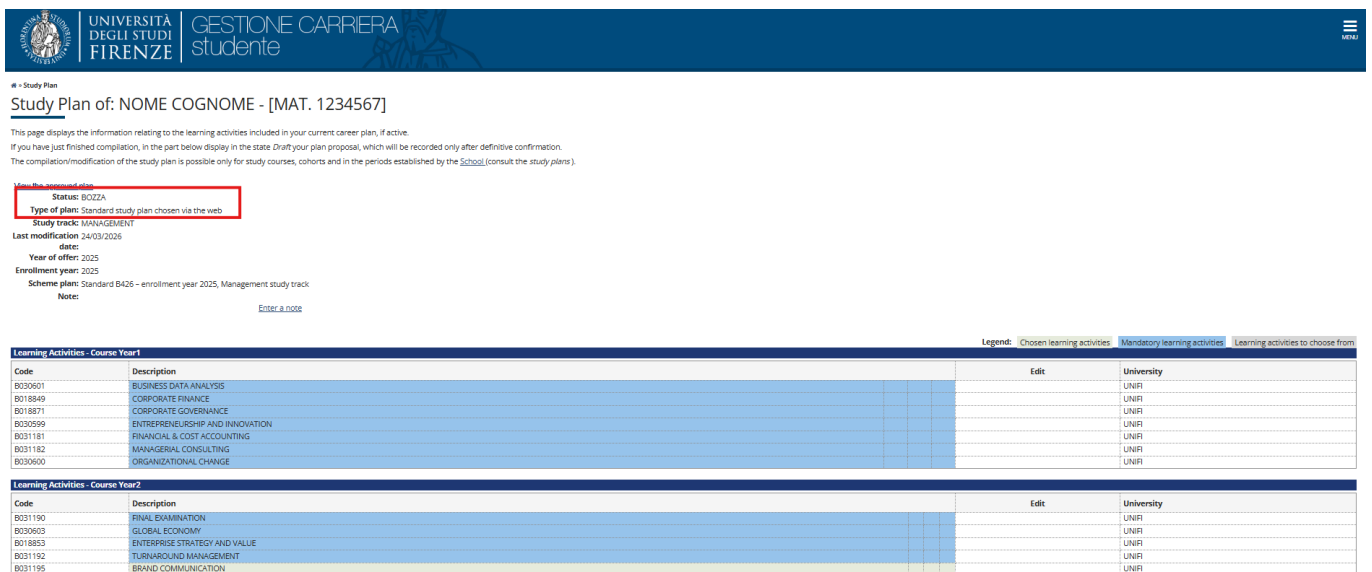
Chosen activities:

Activities chosen in the current rule	CFU	Remove
[B016505] AGRICULTURE, DEVELOPMENT AND POVERTY	6	
TOTAL:	6	

The sum of the choices made in the previous rules of this constraint is 12 CFU

POINT 3: PLAN COMPLETION DEADLINE

Once the plan completion is **FINISHED** and all rules are satisfied, the **draft study plan will be displayed**, showing the selected mandatory and optional activities.



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Study Plan of: NOME COGNOME - [MAT. 1234567]

Status: BOZZA
Type of plan: Standard study plan chosen via the web
Study track: MANAGEMENT
Last modification: 24/03/2025
date:
Year of offer: 2025
Enrollment year: 2025
Scheme plan: Standard BA25 - enrollment year 2025, Management study track
Note: [Enter a note](#)

Learning Activities - Course Year1		Edit	University
B030601	BUSINESS DATA ANALYSIS		UNIFI
B018849	CORPORATE FINANCE		UNIFI
B018871	CORPORATE GOVERNANCE		UNIFI
B030599	ENTREPRENEURSHIP AND INNOVATION		UNIFI
B031181	FINANCIAL & COST ACCOUNTING		UNIFI
B031182	MANAGERIAL CONSULTING		UNIFI
B030600	ORGANIZATIONAL CHANGE		UNIFI

Learning Activities - Course Year2		Edit	University
B031190	FINAL EXAMINATION		UNIFI
B030603	GLOBAL ECONOMY		UNIFI
B018853	ENTERPRISE STRATEGY AND VALUE		UNIFI
B031192	TURNSHIFT MANAGEMENT		UNIFI
B031195	BRAND COMMUNICATION		UNIFI

At this stage it is still possible to:

1. **Modify the displayed** plan:

- By using the **Previous Rules** button, which allows to return to the previous rules, modifying the chosen options;
- By using the **Cancel Plan** button, which will restart the entire compilation procedure from the beginning and discard every choice made.

Previous rule

Cancel Study Plan

Print Study Plan

Confirm study plan

2. Before proceeding with the study plan confirmation, it is strongly suggested to **print the plan and/or save it as a PDF**, by choosing the **Print plan** option, in order to verify the list of selected activities and the total number of credits entered in the study plan.



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P.S. **In the study plan printouts which are generated at this stage, the results of the selected and already passed/completed activities are not shown. The results of these activities will always remain recorded in the student booklet and will be displayed and printable, in the study plan consultation, ONLY AFTER THE STUDY PLAN IS APPROVED BY THE COMMITTEE.**

3. **Save the completed study plan** by clicking the **Confirm Plan** button.

On the next page you will be asked to **Confirm Definitively** the completed study plan.



» Study Plan of

Choice of teachings of: NOME COGNOME - [MAT. 1234567]

WARNING!!!

To complete the compilation it is necessary to definitively confirm the study plan. The educational activities will be included in the digital academic records after the deadline for submitting the plans.

Confirm definitively

By clicking **Confirm Definitively**, the procedure will be completed and the following message will be displayed:



» Study Plan » Confirm Plan

Study Plan of: NOME COGNOME - [MAT. 1234567]

Confirm Plan

The career plan has been recorded.