



### how to

## FILL IN YOUR STUDY PLAN

a.y. 2024-2025

Bachelor and Master degrees  
Engineering Department

### DEADLINES

- **From October 16th to November 18th 2024** for
  - students enrolled in the **1<sup>st</sup>** year of the bachelor degree courses of **Ingegneria Meccanica** and **Ingegneria delle Tecnologie per la Sostenibilità Energetica e Ambientale**, **2<sup>nd</sup>** and **3<sup>rd</sup>** year of all **bachelor** degree courses
  - students enrolled in the **2<sup>nd</sup> year** of **Master** Degree Courses
  - students **over the prescribed time**
- **From October 30<sup>th</sup> to November 22<sup>nd</sup> 2024** for
  - students enrolled in the **1<sup>st</sup> year** of **Master** Degree Courses

*NB:* you **DON'T** need to fill in your study plan if you are a student enrolled in the **1<sup>st</sup> year** of one of the following

#### **Bachelor degree courses:**

- **Ingegneria Informatica**
- **Ingegneria delle Tecnologie per l'Edilizia**
- **Ingegneria Gestionale**
- **Ingegneria delle Tecnologie per la Salute**

**Since the beginning of November 2024 the timetable of the second semester will be published: it's useful to choose the elective courses to attend during the second term.**

### ONLINE STUDY PLAN

- ❖ Students enrolled in the **1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year** of **bachelor** degree courses (**except the ones mentioned above**)
- ❖ Students enrolled in **MASTER DEGREE COURSES**
  - must **fill in** their study plan **online**.

Students who want to **add extra exams** beyond the expected CFU for their bachelor or master degree courses have to fill in a paper form.

Students who must fill in their study plan **online** must proceed as follows:

- ❖ Access your DASHBOARD: log in with the USER ID and PASSWORD you received at the enrollment
- ❖ From the menu, select study plan > career plan > fill in study plan > start fill in study plan
- ❖ You must fill in the study plan **only for the year of your enrollment** (1<sup>st</sup> year study plan for the 1<sup>st</sup> year of enrollment etc)
- ❖ **Already taken exams and mandatory exams cannot be cancelled or replaced** from your study plan
- ❖ Before confirming the choices you made, please **check carefully the summary screen** of your study plan
- ❖ The online study plan will be approved and updated in the online "libretto" when you click on "confirm definitively".

For any possible **technical problem** during the filling in of your study plan, send a ticket to:  
<https://helpdesk.unibg.it/helpdesksegestud/> selecting ASSISTENZA COMPILAZIONE PIANI in the menu SELEZIONA UN INDIRIZZO

### PAPER STUDY PLAN

- ❖ Students **OVER THE PRESCRIBED PERIOD OF TIME** enrolled in Bachelor or Master Degree courses **that want to modify** the study plan approved in the previous years must **fill in** their new study plan using a **paper form**.

Please be aware that **modifying the study plan** for students **over the prescribed time** means **enrolling in the a.y. 24/25 with the resulting requirement of paying the total amount of the fee and the possibility of graduating from July 2025**.  
**INSTEAD**, students **over the prescribed time** that **don't** want to modify their study plan **don't** have to fill it in again.

- ❖ Students who **come from a different university**, ask for a **second degree, enroll for the second time** after withdrawal must **fill in** their study plan using a **paper form**.

**You can find the paper form on the webpage of your bachelor or master degree programme, selecting "Il corso > Piano di studi":** print it, choose the exams you want to take with an X, write your name, surname, enrollment number on the form and sign it. You can then **send** it to the students' office via [Ticket](#) .

#### Study Plan:

- Master's Degree in [Engineering and Management for Health](#)
- Master's Degree in [Management Engineering](#)
- Master's degree in [Medical Engineering](#)
- Master's degree in [Mechatronics and Smart Technology Engineering](#)

**Paper study plans will be approved and updated on your dashboard within January 31<sup>st</sup>, 2025.**

**YOU CAN TAKE EXAMS OF NEW COURSES ONLY AT THE END OF THE LESSONS PLANNED IN THE A.Y. 24/25.**

Bergamo, 19<sup>th</sup> September 2024

[DALMINE STUDENTS' OFFICE](#)