

how to
FILL IN YOUR STUDY PLAN
a.y. 2025-2026
Bachelor and Master degrees
Engineering Department

DEADLINES

- **From October 15th to November 17th 2025** for
 - students enrolled in the **1st** year of the bachelor degree courses of **Ingegneria Meccanica, Ingegneria delle Tecnologie per la Sostenibilità Energetica e Ambientale** and **Ingegneria delle Tecnologie per l'Elettronica e l'Automazione**, **2nd** and **3rd** year of **all bachelor** degree courses
- **From October 15th to November 17th 2025** for
 - students enrolled in the **2nd year** of **Master** Degree Courses
 - students **over the prescribed time**
- **From October 29th to November 21st 2025** for
 - students enrolled in the **1st year** of **Master** Degree Courses (with and without RISERVA)

NB: you **DON'T** need to fill in your study plan if you are a student enrolled in the **1st 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**
- **Ingegneria delle Tecnologie per l'Elettronica e l'Automazione**

From the beginning of November 2025 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 **1st, 2nd, 3rd year** of **bachelor** degree courses (**except the ones mentioned above**)
- ❖ Students enrolled in the 1st year of **MASTER DEGREE COURSES WITHOUT RISERVA**
 - must **fill in** their study plan **online** from their personal dashboard ("sportello internet"): login > piano di studio > piano carriera > compilazione piano di studio > inizio compilazione piano di studio.

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** (1st year study plan for the 1st year of enrollment etc)
- ❖ **Already taken exams and mandatory exams cannot be cancelled or replaced** from your study plan
- ❖ To fill in the study plan it is necessary to **read and carefully follow the instructions online** offered by the system.
- ❖ 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”.

Online study plans will be approved with “riserva” (under condition) and updated in the online “libretto” when the study plan proposal is definitively confirmed.

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

If you don't fill in your study plan online within the deadlines,
a fine of 50 euros will be charged on your account.

PAPER STUDY PLAN

- ❖ **PART-TIME** students enrolled in the a.y. 25/26 (or previous) to Bachelor or Master degree courses;
 - ❖ students **ENROLLED WITH “RISERVA”** in the 1st year of a Master degree course;
 - ❖ 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. 25/26 with the result of having to pay the total amount of the yearly fees and the possibility of graduating starting from July 2026.**

- ❖ Students who **come from a different university**, ask for a **second degree, enroll for the second time** after withdrawal;
 - ❖ students who take part in the **Erasmus program** and that demand to add exams that are not offered at UniBg or that are in original language;
 - ❖ students from Bachelor or Master degrees who want to **change their course**
- ➔ 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” (unibg.it>ateneo>dipartimenti>choose your department>studiare>Lauree triennali/lauree magistrali>choose your degree>il corso>piano di studio): print the study plan, 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** writing in the object PIANO DI STUDIO DI ... (enrollment number, name, surname).

PAPER STUDY PLANS will be approved and updated in your online “libretto” within January 31st, 2026.

EXAMS OF NEW COURSES ADDED TO THE STUDY PLAN CAN BE TAKEN
ONLY AFTER THE CLASSES OF THAT COURSE ARE COMPLETED IN THE A.Y. 25/26.

STUDENTS OVER THE PRESCRIBED TIME THAT DO NOT WANT TO MODIFY THEIR STUDY PLAN
DON'T HAVE TO FILL IT IN.

Bergamo, 3rd October 2025

[DALMINE STUDENTS' OFFICE](#)

