UNIVERSITÀ
DEGLI STUDI
FIRENZE

Guide to the online Study Plan compilation

Starting from the A.Y. 2018/2019, the submission of the Study Plan is carried out through a new online service. Details and deadlines are available on the specific pages of the University Schools' websites.

During the preparation of Study Plan, only the courses related to student's cohort are proposed, except for the Free-choice Activities (note: cohort = the group of students who, in a certain academic year, enrolled for the first time in the Degree Course, identified by the academic year of enrollment).

In the following cases:
➢ Students with inactive/non-regular enrollment for the current Academic Year, Degree courses or cohorts for which online submission is not available for this Academic Year,
➢ Career transfers/changes/shortenings,
➢ Previously approved individual study plans,
➢ Graduating students with a paper study plan already submitted,

the online study plan compilation may not be available.

The online procedure allows the student to choose the study plan, confirm mandatory exams, and add optional and free-choice exams. During the compilation, the system shows all the rules to be respected and, for each of them, the courses that the student can/should choose within the same rule.

For each rule, the student selects the courses (the number depends on the rule itself) and proceeds to the next one.

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

The specific actions that a student must perform during the compilation will depend on the rules defined by their degree course and their own academic career.

For further details and information, please contact the Didactic Office of your School.

STEP 1: STUDY PLAN ONLINE PRESENTATION

1) Login to **S.O.L.**, school website: SOL Portal - STUDENTI

https://sol-portal.unifi.it/ls-3-studenti.html

Click on **"ACCEDI a GCS"** and perform the **"Login"** using the student ID and password already in use. If you don't remember the credentials, follow the recovery procedure using the appropriate "Forgot Password" service which can be found under the **Link utili** section.

2) Through the path **Menù -> Piano di Studio -> Piano Carriera**, you enter the page where information related to your current Study Plan is displayed, and from which you can:

   a. Modify the study plan by clicking on the "**Modifica Piano**" button if you already have an "official" plan associated.
   b. Prepare a new study plan by clicking on the "**Nuovo Piano**" button if you do not have any plan associated.

If the course of study provides more than one curriculum and the relevant choice has not yet been made, the system will notify that it is necessary to proceed first with the *choice of the path* and then with the presentation of the plan.

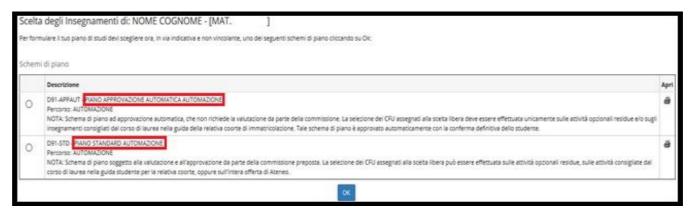To proceed with the plan compilation procedure, click on "**Nuovo Piano**".

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If provided by your Study Program, the System will prompt you to choose between the STANDARD PLAN and the PLAN WITH AUTOMATIC APPROVAL.

   a. The *Piano Standard* is subject to evaluation and approval by the commission. The selection of ECTS assigned to the free choice can be made on the remaining optional activities, on the activities recommended by the degree course for the respective cohort, or on the entire University offer.
   b. The *Piano ad Approvazione Automatica* is not subject to evaluation by the commission, but is instead automatically approved when the student - at the end of the compilation procedure - selects the "*Conferma defintivamente*" button.

Unlike the Standard Plan, in the Plan with Automatic Approval the selection of the student's free choice activities takes place only within a predefined list established by the degree program.

Once the plan scheme is selected, the procedure will display the <mark>**Regole di Scelta**</mark> defined by the Study Program, which are a series of rules to follow for the insertion of courses in one's study plan.

For each rule, the student can:
  i. **select the teaching activities** to add to their plan (that comply with the constraints imposed by the current rule) and move on to the next rule, using the "***Regola succ***" button.

  ii. **go back to the previous rule**, possibly to review some of their choices, using the "**Regola prec**" button.

At the bottom of the page, a summary of the choices made by the student up to that point is shown for each new rule.
In the case of some specific types of rules, it is possible to **skip the rule** (using the "**Salta scelta**" button), postponing the selection to a later moment or rule.

<div align="center">

<mark>**STEP 2: TYPOLOGIES OF ACTIVITIES CHOICE**</mark>

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a. <mark>**Mandatory activities:**</mark>
   These are the list of Teaching Activities (TA) considered mandatory for every student's study path. The mandatory activities are already selected, so the student cannot deselect or modify them and will only need to move on to the next rule by clicking on the "***Regola successiva***" button.

Regola di Scelta - num.1 - Anno di Corso 1

OBBLIGATORI 1 anno - Attività Obbligatorie:

☑ DIRITTO COSTITUZIONALE (GENERALE) (0055004) - 09/01/2018 - 25/30 - [CFU: 9]
☑ DIRITTO PRIVATO I (B019304) - 27/06/2018 - 23/30 - [CFU: 12]
☑ ECONOMIA POLITICA (0055002) - 19/02/2018 - 27/30 - [CFU: 9]
☑ FILOSOFIA DEL DIRITTO (0055005) - 10/09/2018 - 26/30 - [CFU: 9]
☑ ISTITUZIONI DI DIRITTO ROMANO (0055003) - 10/07/2018 - 30/30 - [CFU: 9]
☑ STORIA DEL DIRITTO MEDIEVALE E MODERNO I (0055400) - 07/02/2018 - 28/30 - [CFU: 9]

Regola succ.

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b. **Activities to be chosen from a list:**

Within certain rules, the system allows the **selection of one or more teaching activities** from a predefined list. In this case, the student can select the **desired teaching activity/ies and move on to the next rule** to add them to their study plan. The system displays a counter of the accumulated credits for the current rule, which is updated every time a teaching activity is selected or deselected. The selection must comply with the CFU constraints defined by the rule.

Regola di Scelta - num.2 - Anno di Corso 2

OBB. II ANNO A SCELTA IUS/02 2 anno - Scegli esattamente 9 CFU tra i seguenti esami

Opzioni sceglibili dalla regola:
☐ SISTEMI GIURIDICI COMPARATI (0055010) - [CFU: 9]
☐ SISTEMI GIURIDICI COMPARATI (IN LINGUA INGLESE) (B026411) - [CFU: 9]

CFU Min: 0   CFU Max: 0

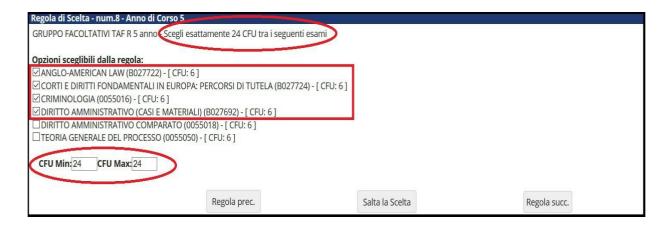Regola prec.   Regola succ.

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c. **Free choice Activities from own study plan:**

Some rules allow the selection, from a predefined list, of educational activities offered in the student's course of study and usable for the purpose of free choice. In such cases, the student must:

- **select some of the indicated activities**, according to their preferences;
- **respect the CFU constraints** imposed by the rule itself, selecting activities that meet the minimum and maximum CFU indicated.

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

Clicking on:

- *Regola succ.:* **confirms the choice made and moves on to the next rule** (provided that the constraints imposed by the rule have been respected)**;**

- *Regola prec.:* **goes back to the previous rule of choice;**

- *Salta la scelta*: **totally skips the choice of didactic activities related to the rule, postponing the choice to a later moment or a subsequent rule.**

If even a single didactic activity is chosen, the value reported in the CFU counter related to the **ONLY** displayed page will be updated.

d. <mark>**Elective courses in the academic offer of the University:**</mark>
It allows to include in the study plan elective **courses from other study programs**, always respecting **constraints on the number of CFUs accumulated through one's own choice**.

To access the operations of selecting activities to add to one's study plan, it is necessary to click on the "***Aggiungi attività***" button.

The system displays a list of study programs.

By selecting a course, the list of educational activities that can be chosen to acquire the required CFUs for the rule will be displayed: click on the symbol ✚ to select the educational activity of interest.

After each new selection, the system shows an updated summary of the selected activities, as well as a list of the only activities that can still be chosen to meet the CFU limit.

Attività didattiche scelte		
Descrizione	**Crediti Formativi**	**Rimuovi**
[703419] BASI DI DATI	6	🗑

Attività didattiche selezionabili dal corso INGEGNERIA DELL'AUTOMAZIONE INDUSTRIALE

comune [ordinamento: 2011]

Descrizione	**Crediti Formativi**	**Aggiungi**
[703571] ELEMENTI DI MISURE MECCANICHE E TERMICHE	6	➕
[703014] ELEMENTI DI RETI DI TELECOMUNICAZIONE	6	➕
[703005] GESTIONE INDUSTRIALE DELLA QUALITA'	6	➕

At this point is possible:

- **To select another activity** within the **same degree program**, use the corresponding icon ➕.
- **To remove a chosen activity,** select the *Cestino* icon (the system will update the activity lists accordingly).
- To go back to the rule, **select the *Torna alla regola* button**, which allows you to return to the main screen of the current rule and move on (assuming there are no issues) to the next rule.

At any time, you can also use the *Cambia CDS* button to return to the list of available degree programs and search for activities offered in other degree programs.
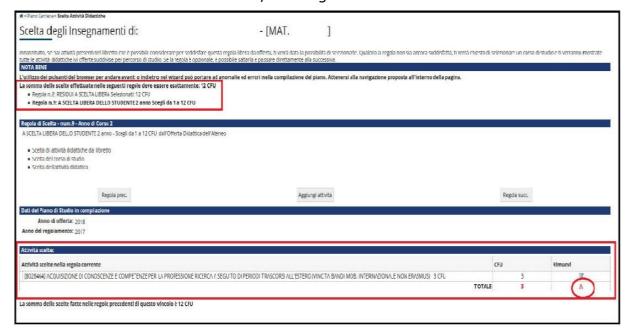
Some **rules**, usually those **related to free choice**, may be linked by a **constraint on the overall sum of CFUs**. In these cases, the constraint and linked rules are displayed at the top of the page (see the following image); the number of CFUs entered in the rules is displayed as a reminder next to the rule description. During compilation, the system FIRST checks compliance with individual rules and THEN compliance with the overall constraint linking them.

STEP 2bis: Insertion of an excessive number of CFUs.

In cases where the total number of CFUs required by the study plan or the constraints set by one or more rules are not met, **the system asks to review the choices made**, starting from the first violated rule.

STEP 3: END OF COURSE PLAN COMPILATION

ONCE THE PLAN IS COMPLETED and all rules are satisfied, the **draft of the compiled study plan** is displayed, indicating the chosen mandatory and optional activities.

In this step is still possible:

1. **Modify the displayed study plan:**
   - using the "***Regola prec.***" button, which allows you to go back to previous rules and modify the choices made;
   - using the "***Annulla piano***" button, which will restart the entire compilation process from the beginning and will discard all choices made.

2. Before proceeding with the confirmation of the study plan, it is strongly recommended, by selecting the option "***Stampa piano***", to **print the plan and/or save it in PDF format**, verifying the list of selected activities and the total CFUs included in the study plan.

N.B. **In the current print of the study plan, the results of the selected and already passed/completed educational activities are not displayed. The results of these activities are always recorded in the student record book and will be viewable and printable again in the plan consultation ONLY AFTER APPROVAL BY THE COMMITTEE.**

3. **Save** the completed **plan** by clicking on the ***Conferma Piano*** button.

On the next page, you will be asked to ***Conferma definitivamente*** the study plan you have compiled.

By clicking on "***Conferma Definitivamente***", the procedure will be concluded and the following message will be displayed: