

TERMS AND PROCEDURES FOR THE STUDY PLAN PRESENTATION

A.Y. 2025-2026

Study Plans shall only be submitted during the periods indicated below.

BACHELOR'S DEGREE PROGRAMME	ENROLMENT YEAR	STUDY PLAN PRESENTATION PERIOD
Informatica	YEAR I	From February 16th to March 20th 2026
Ottica e Optometria		From March 3rd to 20th 2026
Ottica e Optometria	YEAR II	From November 3rd to 21st 2025 and from March 3rd to 20th 2026
Scienze e Tecnologie Chimiche		
Scienza e Nanotecnologia dei Materiali		
Scienze e Tecnologie Geologiche		
Scienze e Tecnologie per l'Ambiente	YEAR II	From March 3rd to 20th 2026
Fisica		
Biotechnologie		
Scienze Biologiche		
Matematica		
Informatica	YEAR II AND III	From November 3rd to 21st 2025 and from February 16th to March 20th 2026
Ottica e Optometria	YEAR III	From November 3rd to 21st 2025 and from March 3rd to 20th 2026
Scienze e Tecnologie Chimiche		
Scienza e Nanotecnologia dei Materiali		
Scienze e Tecnologie Geologiche		
Scienze e Tecnologie per l'Ambiente		
Fisica		
Biotechnologie		
Scienze Biologiche		
Matematica		

MASTER'S DEGREE PROGRAMME	ENROLMENT YEAR	STUDY PLAN PRESENTATION PERIOD
Artificial Intelligence for Science and Technology	YEAR I	From March 3rd to 20th 2026
Economics and Technologies for Sustainability		From November 3rd to 21st 2025 and from March 3rd to 20th 2026 From January 8th to 23rd 2026 - RESERVED EXCLUSIVELY for students enrolled in the FIRST YEAR who were unable to submit their study plan between November 3th and 21st, 2025, as they did not yet achieve the bachelor's degree.
Optometry and Vision Science	YEAR I AND II	From November 3rd to 21st 2025 and from March 3rd to 20th 2026 From January 8th to 23rd 2026 - RESERVED EXCLUSIVELY for students enrolled in the FIRST YEAR who were unable to submit their study plan between November 3th and 21st, 2025, as they did not yet achieve the bachelor's degree.
Fisica		
Astrophysics and Space Physics		
Biotechnologie Industriali		
Matematica		
Scienze e Tecnologie Chimiche		
Materials Science and Nanotechnology		
Scienze e Tecnologie Geologiche		
Scienze e Tecnologie per l'Ambiente e il Territorio		
Marine Sciences – Scienze Marine		
Informatica	YEAR I AND II	From November 3rd to 21st 2025 and from February 16th to March 20th 2026 From January 8th to 23rd 2026 - RESERVED EXCLUSIVELY for students enrolled in the FIRST YEAR who were unable to submit their study plan between November 3th and 21st, 2025, as they did not yet achieve the bachelor's degree.
Data Science		
Teoria e Tecnologia della Comunicazione		
Biologia	YEAR I AND II	From November 3rd to 21st 2025 and from February 2nd to 20th 2026 From January 8th to 23rd 2026 - RESERVED EXCLUSIVELY for students enrolled in the FIRST YEAR who were unable to submit their study plan between November 3th and 21st, 2025, as they did not yet achieve the bachelor's degree.
Artificial Intelligence for Science and Technology	YEAR II	From November 3rd to 21st 2025 and from March 3rd to 20th 2026

1) Procedure for submitting study plans for current students

Students enrolled who wish to change their study plan may fill in the new plan online, on the dates indicated above for each degree programme.

The submission procedure is accessible from the [Segreteria Online](#), under “Career Plan”. Once completed, **the study plan must be confirmed** by clicking on the **CONFIRM** button. Study plans left in draft status will **NOT** be considered.

Two types of plans are available:

1. The **PRE-APPROVED** plan allows students to include the teaching activities recommended by the degree programme as free-choice exams. The plan is automatically approved, without the need for review, upon expiry of the deadline for submission.
2. The plan **TO BE APPROVED**, students can include the teaching activities offered by their own degree programme, and other degree programmes at the University, as free-choice exams. The study plan is **PROPOSED** at the time of confirmation, and must be **APPROVED** by the Study Plan Committee at the end of the submission period. Once approved, the plan is included in the students' academic record.

2) Procedures for submitting study plans for students enrolled beyond the standard duration of their degree programme

By the dates indicated above for each degree programme, students enrolled beyond the standard duration of their degree programme who wish to modify their study plan must send via email to segr.studenti.scienze@unimib.it (**exclusively** from their @campus.unimib.it address):

- 1) **an “esposto”** clearly indicating, for each individual change requested:
 - a) scientific disciplinary sector (i.e. Settore Scientifico-Disciplinare or SSD), name and CFUs of the teaching activity to be removed;
 - b) scientific disciplinary sector (i.e. Settore Scientifico-Disciplinare or SSD), name and CFUs of the teaching activity to be added as a replacement.
- 2) **a copy** of the latest study plan approved and uploaded to [SegreteriaOnline](#). Any changes requested by the student must relate to the copy of the study plan that is attached.

If the plan is approved, students graduating in the last period of the 2024/2025 academic year (February-March 2026) who have not renewed their enrolment **will be required to pay a late fee of €50** for late submission of the plan.

The requested changes will be recorded on [SegreteriaOnline](#) after approval by the Study Plan Committee. Once approved, the plan is added to the student's academic record.

3) Procedures for submitting study plans - part-time students

Part-time students can submit their study plan via [SegreteriaOnline](#):

- Students enrolled on a part-time basis **in the year I, year I bis and year II** of bachelor's degree programmes in Fisica, Matematica, Ottica e optometria, Scienze e tecnologie chimiche.
- Students enrolled on a part-time basis **in the year I and year I bis** of the Master's degree programmes in Astrophysics and Space Physics, Fisica, Matematica, Optometry and Vision Science, Scienze e tecnologie chimiche, Scienze e Tecnologie per l'Ambiente e il Territorio, Economics and technologies for

sustainability.

Students enrolled part-time in years subsequent to those indicated above may modify their study plan only and exclusively by using the [“esposto” form](#). The form must be sent to segr.studenti.scienze@unimib.it (exclusively from an @campus.unimib.it address) by the dates indicated above for each degree programme.

4) Procedures for submitting customised study plan

As per Ministerial Decree no. 96 of 6 June 2023, Art. 11, paragraph 4-bis, the didactic regulations ensure that, upon request by the student, it is possible to obtain the academic qualification according to a **customised study plan**, which also includes teaching activities other than those provided for in the didactic regulations (of their cohort), provided that they are consistent with the teaching structure of the course of study for the academic year of enrolment.

The approval process for the customised study plan involves assessment by a special committee and a possible interview with the committee itself.

Students who wish to submit a **customised study plan must complete the application form** using the link corresponding to their course of study, by the dates indicated above for each degree programme.

PLEASE NOTE:

1. If the request for a customised study plan is not approved, the student remains bound to the last approved study plan. Students may resubmit the study plan in the next period available.
2. Students enrolled in the first year of a Master's degree programme who intend to submit a customised study plan must, **before completing the application form**, submit the study plan to the Online Secretariat as described in point 1 (pre-approved plan or plan to be approved).

The links to the application form for submitting the customised study plan are available below:

[Bachelor's degree programme in Informatica](#)
[Master's degree programme in Informatica](#)
[Master's degree programme in Data Science](#)
[Master's degree programme in Teoria e Tecnologia della Comunicazione](#)

[Bachelor's degree programme in Fisica](#)
[Master's degree programme in Fisica](#)
[Master's degree programme in Astrophysics and Space Physics](#)
[Master's degree programme in Artificial Intelligence for Science and Technology](#)

[Bachelor's degree programme in Biotecnologie](#)
[Master's degree programme in Biotecnologie Industriali](#)
[Bachelor's degree programme in Scienze Biologiche](#)
[Master's degree programme in Biologia](#)

[Bachelor's degree programme in Matematica](#)
[Master's degree programme in Matematica](#)

[Bachelor's degree programme in Scienze e Tecnologie Chimiche](#)
[Master's degree programme in Scienze e Tecnologie Chimiche](#)
[Bachelor's degree programme in Scienza e Nanotecnologia dei Materiali](#)
[Bachelor's degree programme in Materials Science and Nanotechnology](#)

[Bachelor's degree programme in Ottica e Optometria](#)
[Master's degree programme in Optometry and Vision Science](#)

[Bachelor's degree programme in Scienze e Tecnologie Geologiche](#)
[Master's degree programme in Scienze e Tecnologie Geologiche](#)
[Bachelor's degree programme in Scienze e Tecnologie per l'Ambiente](#)
[Master's degree programme in Scienze e Tecnologie per l'Ambiente e il Territorio](#)
[Master's degree programme in Marine Sciences – Scienze Marine](#)
[Master's degree programme in Economics and Technologies for Sustainability](#)

The outcome of the request will be communicated by email from the Student Secretariat Office's address (segr.studenti.scienze@unimib.it).

PLEASE NOTE:

- ☐ For general information, please refer to Article 26 of the Student Regulations of the University of Milan-Bicocca, available at: <https://www.unimib.it/ateneo/organizzazione/statuto-regolamenti-e-codici/regolamenti> ("Studenti" section).
- ☐ If a change of the study plan is not approved, the student remains bound to comply with the previous study plan. The student may compile a new study plan during the next period when submissions are open.
- ☐ If teaching activities for which students have previously registered are removed from the study plan, they will not be removed from the student record but will be visible as exams outside the study plan. Their presence has no bearing on the awarding of the degree and they do not need to be taken.
- ☐ It is not permitted to remove exams that have already been passed from the study plan.
- ☐ For problems with the online procedure, please send an email to: segr.studenti.scienze@unimib.it.
- ☐ For information on the options available, please refer to the Didactic Regulations for your degree programme.

Milan, 3 November 2025