TERMS AND PROCEDURES FOR THE STUDY PLAN PRESENTATION

A.Y. 2026-2027

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 15 to March 26, 2027
Ottica e Optometria	YEAR II	From November 9 to November 20, 2026 and from March 15 to March 26, 2027
Scienza e Nanotecnologia dei Materiali		
Scienze e Tecnologie Geologiche		
Scienze e Tecnologie per l'Ambiente	YEAR II	From March 15 to March 26, 2027
Scienze e Tecnologie Chimiche		
Fisica		
Biotecnologie		
Scienze Biologiche		
Matematica		
Informatica	YEAR II AND III	From November 9 to November 20, 2026 and from February 15 to March 26, 2027
Ottica e Optometria	YEAR III	From November 9 to November 20, 2026 and from March 15 to March 26, 2027
Scienze e Tecnologie Chimiche		
Scienza e Nanotecnologia dei Materiali		
Scienze e Tecnologie Geologiche		
Scienze e Tecnologie per l'Ambiente		
Fisica		
Biotecnologie		
Scienze Biologiche		
Matematica		
Physical sciences for innovative technologies	YEAR II	From November 9 to November 20, 2026

MASTER'S DEGREE PROGRAMME	ENROLMENT YEAR	STUDY PLAN PRESENTATION PERIOD
Artificial Intelligence for Science and Technology	YEAR I	From March 15 to 26, 2027
Optometry and Vision Science	YEAR I AND II	From November 9 to November 20, 2026 and from March 15 to March 26, 2027 From January 11 to January 22, 2027 - **RESERVED EXCLUSIVELY** for students enrolled in the **FIRST YEAR** who were unable to submit their study plan between November 9 and November 20, 2026, as they did not yet achieve the bachelor's degree.
Fisica		
Astrophysics and Space Physics		
Biologia		
Biotecnologie Industriali		
Economics and Technologies for Sustainability		
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 9 to November 20, 2026 and from February 15 to March 26, 2027 From January 11 to January 22, 2027 - **RESERVED EXCLUSIVELY** for students enrolled in the **FIRST YEAR** who were unable to submit their study plan between November 9 and November 20, 2026, as they did not yet achieve the bachelor's degree.
Data Science		
Teoria e Tecnologia della Comunicazione		
Artificial Intelligence for Science and Technology	YEAR II	From November 9 to November 20, 2026 and from March 15 to March 26, 2027

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 Segreterie 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 SegreterieOnline. 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 2025/2026 academic year (February-March 2027) who have not renewed their enrollment **will be required to pay a fee of €50** for late submission of the plan.

The requested changes will be recorded on SegreterieOnline 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 SegreterieOnline:

- 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 (or those who never submitted a study plan to the Online Secretariat) must submit the study plan to the Online Secretariat as described in point 1 (pre-approved plan or plan to be approved) **before completing the application form for the customised study plan**.

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

   Corso di laurea in Informatica
   Corso di laurea magistrale in Informatica
   Corso di laurea magistrale in Data science
   Corso di laurea magistrale in Teoria e Tecnologia della Comunicazione

   Corso di laurea in Fisica
   Corso di laurea magistrale in Fisica
   Corso di laurea magistrale in Astrophysics and Space Physics
   Corso di laurea magistrale in Artificial Intelligence for Science and Technology
   Corso di laurea in Physical sciences for innovative technologies

   Corso di laurea in Biotecnologie
   Corso di laurea magistrale in Biotecnologie Industriali
   Corso di laurea in Scienze Biologiche
   Corso di laurea magistrale in Biologia

   Corso di laurea in Matematica
   Corso di laurea magistrale in Matematica

   Corso di laurea in Scienze e Tecnologie Chimiche
   Corso di laurea magistrale in Scienze e Tecnologie Chimiche
   Corso di Laurea in Scienza e Nanotecnologia dei Materiali
   Corso di laurea magistrale in Materials Science and Nanotechnology
   Corso di laurea in Ottica e Optometria
   Corso di laurea magistrale in Optometry and Vision Science

Corso di Laurea in Scienze e Tecnologie Geologiche
Corso di laurea magistrale in Scienze e Tecnologie Geologiche
Corso di laurea in Scienze e Tecnologie per l'Ambiente
Corso di laurea magistrale in Scienze e Tecnologie per l'Ambiente e il Territorio
Corso di laurea magistrale in Marine Sciences – Scienze Marine
Corso di laurea magistrale 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, November 6, 2026