



FREIE UNIVERSITÄT BOZEN
LIBERA UNIVERSITÀ DI BOLZANO
FREE UNIVERSITY OF BOZEN - BOLZANO

Fakultät für
Informatik

Facoltà di
Scienze e Tecnologie informatiche

Faculty of
Computer Science

Workflow for modification of Study Plans and Exam Recognitions of MSc Students

1st Semester – Curricula, Modifications of Study Plans and Exam Recognitions

When?	What?	Who?
End of September / Beginning of October	<p>By default all students are assigned to the General Computer Science Curriculum. They then switch to the Curriculum of their choice by handing the signed form for the choice of the Curriculum to the Students Secretariat within one month from the enrolment deadline (e.g. deadline for enrolment = October 14, deadline for Curriculum = November 14), see below.</p> <p>Students who want to discuss their study plans have to take an appointment with the Study Plan Advisor responsible of their chosen Curriculum.</p> <p>If students do not contact their Study Plan Advisors, no modifications will be approved.</p> <p>Attention:</p> <p>Students who already took courses of their chosen MSc curriculum during their BSc must always contact their Study Plan Advisor in order to discuss the substitution of these courses.</p> <p>Modifications of the regular study plan other than the ones mentioned above mean that the student leaves the curriculum and switches to an Individual Study Plan, which then must be followed.</p> <p>European Master students always have an Individual Study Plan.</p> <p>The recognition of exams is an exceptional measure taken to guarantee the regular development of the student's career. Students with a 4 or 5 year Bachelor can request the recognition of BSc courses up to a maximum of 16 CPs. To enable the Study Plan Advisor to decide if the recognitions are possible, students have to hand in the syllabi of the courses both in original and in English translation.</p>	Students
Within ~ 1 week	The student meets her/his Study Plan Advisor at the Faculty, discusses and finalizes modifications of the Study Plan and requests the recognition of exams.	Study Plan Advisors Students

Within ~ 2 weeks	The Study Plan Advisors decide which exam recognitions they can handle directly, and for which ones they need to issue a request to the lecturer in charge of the exam to recognize. In the latter case, the lecturers in charge of the exams to recognize have to send their response to the Study Plan Advisor in written form (e-mail).	Study Plan Advisors
At the end of the 2 weeks	The Study Plan Advisor sends each student and the Faculty Administration the modified Study Plan / Individual Study Plan . If exam recognitions are granted, the Study Plan Advisors sends the recognition proposal as well.	Study Plan Advisors
Within ~ 1 week	If exam recognitions are granted, students must hand in their requests for exam recognition to the Faculty Administration. See http://www.unibz.it/en/inf/progs/faq/pages/default.aspx#request_exam_master	Students
November	Meeting of the Degree Course Committee MSc: <ul style="list-style-type: none"> • Individual Study Plans are approved • Requests for exam recognition are approved 	Degree Committee of the MSc
Within 1 month from the enrolment deadline	The student hands in the signed form for the choice of the Curriculum to the Students Secretariat.	Students
December, upon receipt of the decision of the Degree Course Committee	Individual Study Plans are entered in the AIS (Academic Information Systems). Individual Study Plans are saved in the mirrored folder for Study Plan Advisors Decisions regarding exam recognitions are sent to the Student Secretariat .	Faculty Administration

2nd Semester – Modifications of Study Plans and Exam Recognitions

When?	What?	Who?
End of March	Students are informed that, if they want to re-discuss their study plans, they have to take an appointment with their Study Plan Advisor . If they do not contact their Study Plan Advisors, no modifications will be approved. Attention: Modifications of the regular study plan mean that the student leaves the curriculum and switches to an Individual Study Plan , which then must be followed. European Master students always have an Individual Study Plan . The recognition of exams is an exceptional measure taken to guarantee the regular development of the student's career. Students with a 4 or 5 year Bachelor can request the recognition of BSc courses up to a maximum of 16 CPs . To enable	Faculty Administration Students

	the Study Plan Advisor to decide if the recognitions are possible, students have to hand in the syllabi of the courses both in original and in English translation.	
Within ~ 1 week	The student meets her/his Study Plan Advisor at the Faculty, discusses and finalizes modifications of the Study Plan / Individual Study Plan and requests the recognition of exams.	Study Plan Advisors Students
Within ~ 2 weeks	The Study Plan Advisors decide which exam recognitions they can handle directly, and for which ones they need to issue a request to the lecturer in charge of the exam to recognize. In the latter case, the lecturers in charge of the exams to recognize have to send their response to the Study Plan Advisor in written form (e-mail).	Study Plan Advisors
At the end of the 2 weeks	The Study Plan Advisor sends each student and the Faculty Administration the updated Study Plan / Individual Study Plan. If exam recognitions are granted, the Study Plan Advisors sends the recognition proposal as well.	Study Plan Advisors
Within ~ 1 week	If exam recognitions are granted, students must hand in their requests for exam recognition to the Faculty Administration. See http://www.unibz.it/en/inf/progs/faq/pages/default.aspx#request_exam_master	Students
May	Meeting of the Degree Course Committee MSc: <ul style="list-style-type: none"> • Individual Study Plans are approved • Requests for exam recognition are approved 	Degree Committee of the MSc
Upon reception of the decision of the Degree Course Committee	Individual Study Plans are entered in the AIS (Academic Information Systems). Individual Study Plans are saved in the mirrored folder for Study Plan Advisors Decisions regarding exam recognitions are sent to the Student Secretariat .	Faculty Administration