

BACHELOR OF SUSTAINABLE BUILDING ENGINEERING (SBE)

THE STUDY PLAN (*PIANO DI STUDI O PERCORSO FORMATIVO*)

The Study Plan includes all the exams the student must take and the corresponding year during which its class can be attended.

Each Study Plan must be filled out by the student through the personal page on Infostud and submitted **only during the specific periods** below reported.

The submitted Study Plan must be **approved** by the Board and Secretary.

Any change brought from the student to the Study Plan after the approval can be done **only during the specific periods** below reported and must also receive the **approval** of the Board and Secretary.

The average time needed for the approval or rejection is about 15 days.

Once the Study Plan has been approved, **no change is allowed for the current academic year**.

After the approval, the student is able to book for the exam of any of the classes which are present in the approved Study Plan.

In booking for the exam, the student must also comply with the didactic rules (e.g. the year of enrollment, preparatory exam).

TIME SCHEDULES TO FILL OUT OR CHANGE THE STUDY PLAN

The **changes to a Study Plan** which has been already approved (e.g. in the past years or in the 2024-2025 academic year) are allowed **only** during the period **September 1st-October 31st, 2025**.

The submission of a **new Study Plan for the 2025-2026 academic year** is allowed **only** during the periods **October 1st-30th, 2025, and January 10th-February 10th, 2026**.

Filling out the Study Plan is allowed **only once within each of the above periods**.

HOW TO CHOOSE THE OPTIONAL EXAMS OF THE STUDY PLAN

Starting from the first year of the Bachelor course, each student who intends to take exams of optional classes, must fill out the Study Plan adding these classes and then submit it for the approval.

The exams of optional classes can be taken only if these classes are present in the approved Study Plan.

No exception will be possible to these rules.

Therefore, the student must be conscious of the consequences due to the change of the Study Plan with respect to the possibility to take the exam which has been the object of the change.

The student can choose the optional exams as follows:

- 1 exam from the Group C and 2 exams from the Group D;
- using the tool “*ricerca avanzata*” (advanced search);
- writing the exact name of the class or using the scroll tool and the keyword

Only exams taken from bachelor courses can be chosen as optional exams.

If the optional exams chosen by the student are taken from other Departments or Faculties, the following section “*Motivazioni delle scelte e ulteriori note esplicative*” (reasons for the choices and further explanations) must be also filled reporting the reasons for the choices and if these have been already approved by the Board.

The optional exam cannot be an exam having the same name or the same content of an exam already taken or already present in the same Bachelor course, although it corresponds to a different number of credits.

The optional exam cannot be an exam having a different name but with the same or a very similar content or common parts with an exam already taken or already present in the same Bachelor course.

Non-compliance with these rules, will result in the annulment of the exam by the central Secretary during the final check carried out for the admission to the graduation, although the exam has been already passed and its score registered on Infostud.

At the end of the path of filling out the Study Plan on Infostud, the system will notify whether it is correct or not with respect to the above rules.

In the case it results not to be correct, the student can use the function “ABC”, in the upper left end of the screen, to see which are the errors made in the compilation.

If it results to be correct, the student can decide to save it in “*Bozza*” (draft) and submit it in another time or to submit it immediately for the approval.

In the latter case, the student must click on:

“*Invia*” (submit) → “*Richiedi approvazione del piano di studi*” (ask for the approval of the Study Plan)
→ “*Conferma invio*” (confirm submission)

The students are recommended to check carefully all the steps of the path of filling out the Study Plan and also the final submission to avoid that it remains at the stage of “*Bozza*” since this does not allow the approval.

After the approval, the system takes about 24/48h to show on Gomp and Infostud all the information about the exams (e.g. the dates for booking).

It is highlighted that the approval comes after a deep evaluation carried out by the Board of the Course of Study with the support of the Secretary,

Due to this, the students are invited to plan in advance the changes they wish to make to their Study Plan looking carefully at the time schedules for booking to the exams.

The students are also strongly recommended not to send to the Secretary or the Dean of the Bachelor course any "*richiesta urgente*" (urgent request) of Study Plan approval close to the deadlines; this type of request will not be taken into consideration.

For any mistake which requires **exceptionally** the annulment of the submitted Study Plan, the student must send an email to the Secretary using his official email address at the following address:

segreteria@uniroma1.it

putting as object "*Annullamento Percorso Formativo*" (annulment of the Study Plan).

For any further information or support, the students can send a message to the Secretary using the official email address at:

segreteria@uniroma1.it