

## Minor

### Enhance your Degree: Choose a Minor!

A Minor is a didactic course, offered to students enrolled in Bachelor's Degree courses. It consists of 3 modules, of 6 ECTS each (18 ECTS in total). It allows students to deepen their knowledge, either in scientific or humanities subjects, which are not already included in their Bachelor's degree programme.

Students can choose a Minor, as well as the modules that it is composed of, by filling in their study plan. Normally, two modules (12 ECTS) can be included as optional credits, while the third module (6 ECTS) is taken as additional credits. If the places available for a specific Minor are limited, admission will be subject to a selection process, which will be indicated in the specific course announcement (to be announced).

Some Minors are open to all students wishing to take them, while admission to some other Minors is subject to a selection process.

**Visit Ca' Foscari's website  
to discover all the Minors  
offered and choose the one  
that suits you best!**

For further information, visit [study > Bachelor's and Master's degree > choose a Minor](#)



Ca' Foscari  
University  
of Venice

Guidance and  
Counseling Unit

# STUDY PLAN

## Instructions



## What is a Study Plan?

It is the student's study programme, offering a general view of all the subjects included in the chosen programme for the whole duration of your degree cycle.

## Who should fill in the Study Plan?

All students who have completed the enrollment procedure, both freshmen and students enrolled in the following years, must fill in their Study Plan.

Please note that in order to fill in your Study Plan, you must be enrolled in the new academic year and have already paid your tuition fees.

## How and when can I fill in my Study Plan?

Study plans can be submitted only online, via **Personal Area > Piano di studio – S3**.

The Study Plan can be filled in and modified from the moment the student has been enrolled **until February 28, 2018**. Remember that you are **required** to complete and submit your study plan **every academic year** in which you are enrolled, regardless of whether you make changes or not.

In order to proceed, follow the guided procedure, by clicking on **nuovo piano di studi** (i.e. new study plan). At the end of the procedure, a page resuming your Study Plan will appear on screen and you will be asked for a confirmation. In order to definitively complete the procedure, you should click on **conferma definitivamente** (i.e. final confirmation) that will appear in the following page. If you do not complete these steps your study plan will remain in the draft stage and your *Libretto* will not be updated.

Once the procedure is completed, it will be possible to visualize your Study Plan in your Personal Area. Plans correctly completed and approved are marked by the *piano standard compilato via web ed approvato* wording (i.e. standard study plan completed online and approved). Any other changes to your Study Plan can be made only during the following Academic Year.

## Detailed procedure

### CURRICULUM CHOICE

First of all, depending on your study course, it might be necessary to **choose the curriculum or the Plan scheme**. After choosing it, you should click on *Ok* and then on *prosegui compilazione*.

### OFA

The page dedicated to the **Additional Learning Requirements - OFA** (i.e. *Obblighi Formativi Aggiunti*) - if any are required by your Degree Course - will appear on screen.

### MANDATORY EXAMS

No option is provided as regards **mandatory exams** (marked as **di base** or **caratterizzanti**), which will be automatically selected by the system. In this case you will need just to click on the *Regola succ.* (i.e. next rule) button.

You will then be asked to choose some exams among several activities, **affini** or **integrative**, i.e. considered pertinent or complementary.

### ELECTIVE EXAMS AND SURPLUS CREDITS

**Elective exams** are included in the curriculum of any (B.A. and M.A.) degree course, they are mandatory and indispensable to acquire the 180 ECTS necessary to obtain your final study title. **Surplus Credits** are optional exams which allow you to acquire extra credits (in addition to the 180 ECTS required to obtain your final study title). They can be chosen **also from any other Degree Course** included among Ca' Foscari educational programmes (undergraduate students can take only B.A./B.Sc.-level courses). In this case, click on the *Aggiungi attività* (i.e. add an activity) button.

The rule related to *surplus credits* includes also the *salta la scelta* (i.e. skip this choice) button. Clicking on this button corresponds to excluding any surplus credits from your Study Plan. Please note that credit limits vary according to the degree programme concerned.

If you wish to cancel a teaching you have already chosen, click on the bin icon. If you wish to add any other exams included by other Degree Courses, click on *Cambia CDS* (i.e. change Degree Course) to see other exam lists. Once you have chosen the courses and included all the credits required by your course, click on *Torna alla regola* (i.e. go back to the rule) to complete the procedure.

## Can I include any exams taken abroad (Erasmus, extra-EU programmes...) in my study plan?

Ca' Foscari students taking part in an international mobility programme (Overseas, Erasmus, etc.), have the possibility to change their study plan once returned from their mobility.

We suggest making any changes to your plan before starting the credit recognition procedure and to modify it in accordance with the approved Learning Agreement.

## Useful Suggestions

Before completing your Study Plan in your Personal Area, it might be useful to consult your (Bachelor's – Master's) Degree course's **general study plan** available on the University website: *Study > Bachelor's/Master's Degree > Bachelor's/Master's Degree Programme in xxx > study plan*.

Remember that **in order to register for exams, you must first fill in your study plan and include them**.

If you are enrolled in a three-year degree programme prior to the a.y. **2013/2014** or in a two-year degree programme from the a.y. **2015/2016** onwards, you must submit your study plan on paper, along with any changes that you wish to make, to the contact professor on the teaching board for the degree programme in which you are enrolled. After approving the requested changes, your Professor will send your study plan to the office in charge of it.

## Further details and information

Further information on how to fill in your study plan is available at: [www.unive.it](http://www.unive.it) > *Study > Study plan and exams* ([www.unive.it/pag/11086](http://www.unive.it/pag/11086)).

In case of any difficulties, students can contact the Information **Tutors** working in the Campuses and the Departments ([www.unive.it/tutors](http://www.unive.it/tutors)).