



# Study plan

Information, deadlines and rules

# Study plan – general information

## What is a study plan?

- A list of academic activities (courses, exams, laboratories and other activities) that each student must complete during his/her degree programme.
- It includes all **mandatory activities** and **optional didactic activities** that must be chosen in accordance with the requirements established by the programme educational plan.
- Each student must present **one plan of study** before applying for graduation. **FIRST-YEAR STUDENTS DON'T NEED TO PRESENT A STUDY PLAN**
- To graduate, students must have passed **all exams included in their latest approved plan of study**.
- If at the time of applying for graduation, the exams indicated in the plan of study do not correspond to those actually passed, the student cannot graduate

# When and how to present it

## Study plan submission requirements - Academic Year 2021/2022

- To submit your study plan, you **must be enrolled** for academic year 2021/2022 in the programme year required by your study programme
- **Study plan submission windows**
- **Master's degree: from 1 February to 28 February 2022.**

N.B. Students who submit their plan in the September/October window **cannot apply for any changes** in the February 2022 window.

# How to submit your study plan

- Submit your study plan online through the Study plans service available on your Unimia personal page > Study plan.
- [Plan of study | Università degli Studi di Milano Statale \(unimi.it\)](#)
- [Study plan submission | MANAGEMENT OF HUMAN RESOURCES \(MHR\) | Università degli Studi di Milano Statale \(unimi.it\)](#)
- You will also find guidelines for drawing up your study plan.

# Which exams can I take without a study plan?

- **Master's degree programmes:** You can take exams for your study programme/curriculum (MHR educational plan)
- [Plan of study | Università degli Studi di Milano Statale \(unimi.it\)](#)

# Rules for MHR second year students

- [Educational plan | MANAGEMENT OF HUMAN RESOURCES \(MHR\) | Università degli Studi di Milano Statale \(unimi.it\)](#)
- [18 credit activities | MANAGEMENT OF HUMAN RESOURCES \(MHR\) | Università degli Studi di Milano Statale \(unimi.it\)](#)
- [3 credit activities | MANAGEMENT OF HUMAN RESOURCES \(MHR\) | Università degli Studi di Milano Statale \(unimi.it\)](#)

# Rules for MHR second-year students – 18cfu

Courses or activities	ECTS	Total hours	Language	Lesson period	SSD
Advanced Strategic Management	9	60	English	Second trimester	SECS-P/07 SECS-P/08
Comparative industrial relations	9	60	English	Second trimester	SPS/09
Conflict Management and Negotiation	9	60	English	First trimester	M-PSI/06
Empirical methods for inequality analysis	9	60	English	First trimester	SECS-P/01
Learning and development	9	60	English	First trimester	M-PSI/06
Organizational innovation and technology	9	60	English	Second trimester	SECS-P/08 SECS-P/10
Organizational Transformation and Change	9	60	English	Second trimester	SECS-P/10

[Check here the rules to obtain the 18 cfu → 18 credit activities | MANAGEMENT OF HUMAN RESOURCES \(MHR\) | Università degli Studi di Milano Statale \(unimi.it\)](#)

# To obtain the 3cfu you can choose among different activities

## Electives activities - 3 extra-credits

Moreover, students are required to obtain **3 extra-credits** by choosing one among the following further elective activities:

Assessment of advanced knowledge foreign language	+
Workshops	+
Internships	+
Volunteering activities	+
Advanced computer skills	+
Participation in research activities proposed by professors	+
Writing a report on work activity	+



# How to get the 3cfu recognized?

- **If is a workshop organized by the MHR faculty\*** → the workshop tutor will send the student administrative office the list of students who participated → the student administrative office **will automatically upload** in students career the 3cfu

\*The list of workshops organized and approved by MHR faculty available here: [Workshops | MANAGEMENT OF HUMAN RESOURCES \(MHR\) | Università degli Studi di Milano Statale \(unimi.it\)](#)

- **In case you choose an internship or other activities from the list** (es. volunteering activity) → **you have to ask** for the recognition of the 3cfu following the instructions provided on the website

[3 credit activities | MANAGEMENT OF HUMAN RESOURCES \(MHR\) | Università degli Studi di Milano Statale \(unimi.it\)](#)

# FAQs

**I am a first-year MHR student, do I have to submit the study plan in February this year?**

*No, first-year students are not required to submit the study plan in their first year since, according to their educational plan, they have all mandatory courses.*

*However, they might need to submit the study plan if they want to take the 9 credit optional exam (which is not among the MHR courses) in their first year.*

# FAQs

**I have submitted my study plan in October, can I modify it?**

*No, it is not possible to modify the study plan in February. You can contact **informastudenti** and verify the procedure. However, you might be required to pay a fee to modify the study plan.*

*Any study plan issues are managed by the students administrative office. So please refer to **Informastudenti**.*

# FAQs

**I followed a workshop and obtained the 3cfu, now I am doing an internship, do I have to ask for the recognition on the other 3cfu?**

*No, according to your educational plan, you have to obtain 3cfu by choosing among different activities (workshops, internship, etc...). Once you have chosen and obtained the 3cfu, is not necessary to include in your study plan also other activities.*

# Informastudenti

- For administrative information including matriculation, transfers, careers, exams, and degree applications, study plan submission please contact the Registrars:
- online, using the [InformaStudenti](#)
- by calling **02 50325032**
- through student desks - [Student Desks - Locations and opening hours | Università degli Studi di Milano Statale \(unimi.it\)](#)