



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# Study Plan Guidelines

**Master's Degree Programme in Medical Biotechnologies**

***International Desk @ School of Medicine***



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# What is a Study Plan?



# Definition of Study Plan

The **Study Plan** is the complete list of educational activities required to graduate. Each degree programme includes a number of educational activities such as exams, laboratories, course units, workshops, internships, thesis or other activities.



Some educational activities are **compulsory**, others are **optional (choosing between)** or **electives (free choice)**.



Filling out your Study Plan is **mandatory!**





The Study Plan is the complete set of educational activities you must carry out in order to earn the **credits (CFU)** required to graduate:

- Master's degree: **120 CFU**





# Who needs to submit the Study Plan

**All current students are required to complete the Study Plan.**

**It is not enough to submit it once!** As it is incremental, the Study Plan must be submitted every year until the end (legal duration) of your degree programme (2 years).

The Study Plan is valid for **one year** and refers **only** to the academic year in which the student is enrolled.

**Second-year students will have to resubmit it in order to include the second-year activities.**





## STUDY PLAN DIRECTLY APPROVED

In the **Study Plan directly approved**, the elective course units (optional) **must be** selected from those recommended by the **Educational Rules of the Study Programme**.

The Study Plan, once confirmed by the student, is automatically approved.





**For both curricula (for ULM students too)**

**Students have to choose only 2 ACTIVITIES for a total amount of 8 CFU among the following:**

- Laboratory activities (1 or 2 or 3 or 4 or 5) 4 CFU
- Advanced Biomedical Technologies (1 or 2) 4 CFU
- Advanced Technologies for Biomedical Data 4 CFU
- Biology of Ageing 4 CFU
- Antibiotic Therapy: Discovery, Development and Rationale Clinical Use 4 CFU



## Students are allowed to choose **ONLY**

 1 Laboratory activities (each one = 4 CFU)  
+  
 1 Theoretical activity (each one = 4 CFU)

}  +  

**OR**

 1 Theoretical activity (each one = 4 CFU)  
+  
 1 Theoretical activity (each one = 4 CFU)

}  +  

Students have to select the two optional courses which they have already chosen to attend informing the Academic Office via email ([didattica.medicinamolecolare@unipd.it](mailto:didattica.medicinamolecolare@unipd.it)).



**When filling in the study plan, the students enrolled in the  
Molecular Medicine Curriculum**

have to select the Molecular Medicine Curriculum and fill in the study plan as their colleagues of the General Curriculum.



However, as per educational offer, they will find:

- Immunology and General Pathology 10 CFU (not 8 CFU), 1<sup>st</sup> year
- Experimental Models in Vivo and Vitro 4 CFU (not 6 CFU), 2<sup>nd</sup> year



# When to present the Study Plan

Pay attention to the **time window** for filling in the Study Plan

- **from 2 December 2023 to 15 January 2024**



The Study Plan must be filled in and presented via **UNIWEB**, which is accessed using your University credentials (username and password).



Please be aware that you **cannot register for an exam** if you have not submitted your study plan



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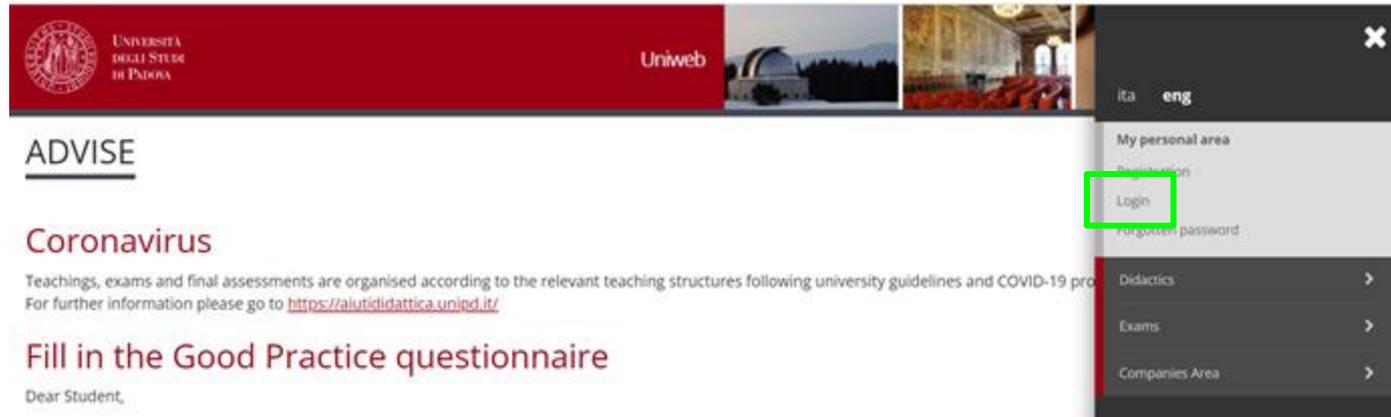
# How to fill in the Study Plan



# How to fill in the Study Plan

## Step 1. Access on Uniweb

- Open the [Home Page](#) of Uniweb
- Click on “**Login**”
- Enter your credentials





# How to fill in the Study Plan

## Step 2. Start the procedure

- Once logged in, from “Home” click on “Study Plan”.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Uniweb

ita eng

### Welcome

Welcome to your reserved area.  
In order to edit your personal details click on "Home" -> "Master data"  
Information about your degree course and course units are available on the website <http://didattica.unipd.it>

Personal details Show details ▶ Student status

Control panel Hide details ▼ Messages

Process	Status	To do list	Sender	Title	Date
Fees	● situazione regolare	<a href="#">display</a>		No messages	
Career plan	● editable	<a href="#">study plan</a>			
Available terms	● 0 available terms				
Term registration	● 0 bookings				

Notes

Notes

Note text

No notes

Home

- Messages
- My photo
- Master data
- Identity documents
- Registrations
- Study Plan
- Select Plan
- Booklet
- Exam sessions
- Partial exams
- Booking notice board
- Exam results
- Self-certifications
- Course change

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# How to fill in the Study Plan

- Click on "New study plan".



Home > Study plan

Study plan of:

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on "Confirm study plan" at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchange student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

New study plan



# How to fill in the Study Plan

- Click on "**Proceed to complete your Study Plan**".



[Piano di studio](#) » Stampa Manifesto

Study plan of

## NOTICE

Before completing your study plan, please consult the Manifesto degli Studi or official overview of the educational offer of your degree course.

AUTOMATICALLY APPROVED STUDY PLAN WILL BE LOADED ON YOUR BOOKLET WHEN YOU WILL HAVE COMPLETED THE STUDY PLAN AND CLICKED ON "CONFIRM".

STUDY PLAN SUBJECT TO EVALUATION (WHEN ENVISAGED) WILL BE LOADED ON THE BOOKLET WHEN THE COMMISSION WILL HAVE APPROVED IT.

## STUDENTS OF SPECIALISATION SCHOOLS (POST LAUREAM)

:

The study plan you are going to complete does not need to be approved by the School. If you need information about "activity freely chosen by the students", please contact the educational office of your School.

[Proceed to complete your study plan](#)



# How to fill in the Study Plan

- You may meet mandatory rules → in this case you do not have to select any educational activity because they are all compulsory educational activities of the 1st year, simply click on "**Next rule**".

UNIVERSITÀ DEGLI STUDI DI PADOVA

Uniweb

» Piano di Studio » Rule

## Choice of the course units – Study Plan of

**PLEASE NOTE**  
The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

**Rule - No.1 - Year of course1**  
Insegnamenti obbligatori primo anno Medical Biotechnologies - Compulsory educational activities:

- CELL AND ORGAN PHYSIOLOGY AND MEDICAL PATHOPHYSIOLOGY (MEQ2099791) - [ CFU: 6 ]
- GENETICS AND EPIGENETICS (MEQ2099792) - [ CFU: 8 ]
- IMMUNOLOGY AND GENERAL PATHOLOGY (MEO2045680) - [ CFU: 8 ]
- LABORATORY MEDICINE TECHNOLOGIES AND MOLECULAR DIAGNOSTICS (MEO2045681) - [ CFU: 14 ]
- NANOTECHNOLOGY (MEO2045678) - [ CFU: 6 ]
- PHARMACEUTICAL BIOTECHNOLOGY: DESIGN AND ANALYSIS OF BIOPHARMACEUTICALS (MEO2045674) - [ CFU: 6 ]
- PROTEOMICS AND BIOINFORMATICS (MEO2045677) - [ CFU: 6 ]
- SEMINAR (MEP3052677) - [ CFU: 1 ]

**Next rule**

**Information about the study plan you are completing**

Percorso di Studio	MEDICAL BIOTECHNOLOGIES
scelto:	
Year of offer:	2023
Cohort:	2023



# How to fill in the Study Plan

- If you want to choose as optional course a Laboratory activities, select the one of your interest and click on "**Next rule**". Be reminded that you can choose only one Laboratory activities. Otherwise, click on "**Skip forward**". Below you will find just an example.

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

» Piano di Studio » Rule

### Choice of the course units – Study Plan of [REDACTED]

**PLEASE NOTE**  
The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.  
The sum of the choices made from the following rules must be exactly: 8 CFU

- Rule No.3: Corsi a Scelta 2° Curr.-LabAct Choose exactly 4 CP
- Rule No.4: Corsi a scelta 2° Curr.-Teorici Choose from 4 up to 8 CP

**Rule - No.3 - Year of course1**  
ATTENZIONE: puoi scegliere un solo Laboratory Activities o passare alla scelta successiva

Corsi a Scelta 2° Curr.-LabAct - Choose exactly 4 CP from among the following exams

**Rule options:**

- LABORATORY ACTIVITIES 1 (MEQ3104620) - [ CFU: 4 ]
- LABORATORY ACTIVITIES 2 (MEQ3104621) - [ CFU: 4 ]
- LABORATORY ACTIVITIES 3 (MEQ3102741) - [ CFU: 4 ]
- LABORATORY ACTIVITIES 4 (MEQ3102742) - [ CFU: 4 ]
- LABORATORY ACTIVITIES 5 (MEQ3102763) - [ CFU: 4 ]

CFU Min: 4 CFU Max: 4

The sum of the choices made from the previous rules of this restriction is 0 CFU

Previous rule Skip forward **Next rule**

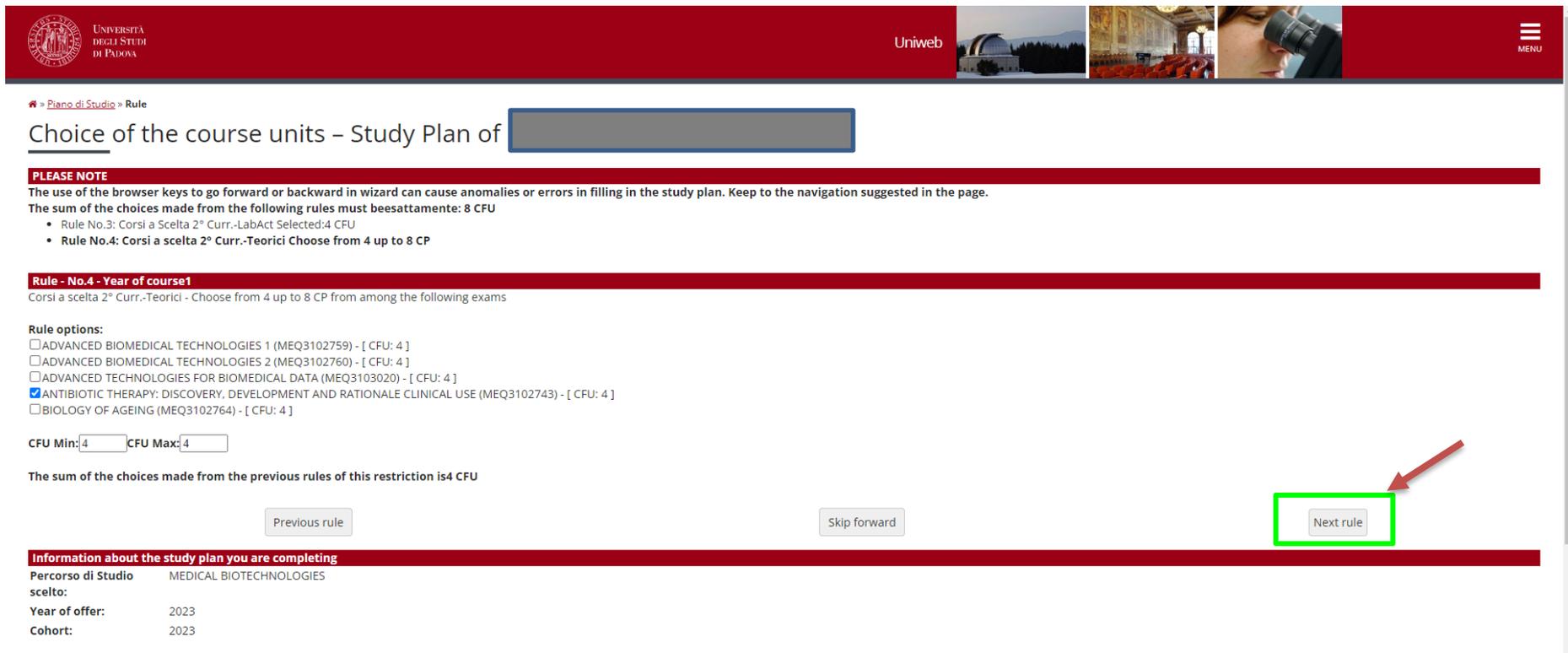
**Information about the study plan you are completing**

Percorso di Studio	MEDICAL BIOTECHNOLOGIES
scelto:	
Year of offer:	2023
Cohort:	2023



# How to fill in the Study Plan

- If you want to choose as optional course a Theoretical activity, select the one of your interest and click on "**Next rule**". If in the previous rule you have already selected one Laboratory activities you are allowed to choose only one Theoretical activity. Instead, if you have skipped forward the previous rule, you are required to choose two Theoretical activities. Below you will find just an example.



The screenshot shows the Uniweb interface for creating a study plan. At the top, there is a navigation bar with the University of Padua logo, the Uniweb logo, and a menu icon. Below the navigation bar, the page title is "Choice of the course units – Study Plan of [redacted]". A red banner contains a "PLEASE NOTE" section with instructions on using browser keys and a list of rules. The current rule is "Rule - No.4 - Year of course 1", which allows choosing 4 to 8 CP from a list of exams. The "Rule options" section shows a list of exams with checkboxes, where "ANTIBIOTIC THERAPY: DISCOVERY, DEVELOPMENT AND RATIONALE CLINICAL USE (MEQ3102743) - [ CFU: 4 ]" is selected. Below this, there are input fields for "CFU Min: 4" and "CFU Max: 4". A summary line states "The sum of the choices made from the previous rules of this restriction is 4 CFU". At the bottom, there are three buttons: "Previous rule", "Skip forward", and "Next rule". The "Next rule" button is highlighted with a green border and a red arrow pointing to it. A red banner at the very bottom provides "Information about the study plan you are completing", showing the selected course (MEDICAL BIOTECHNOLOGIES), year (2023), and cohort (2023).

UNIVERSITÀ DEGLI STUDI DI PADOVA

Uniweb

☰ MENU

» Piano di Studio » Rule

## Choice of the course units – Study Plan of [redacted]

**PLEASE NOTE**  
The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.  
The sum of the choices made from the following rules must be **esattamente: 8 CFU**

- Rule No.3: Corsi a Scelta 2° Curr.-LabAct Selected:4 CFU
- Rule No.4: Corsi a scelta 2° Curr.-Teorici Choose from 4 up to 8 CP

**Rule - No.4 - Year of course 1**  
Corsi a scelta 2° Curr.-Teorici - Choose from 4 up to 8 CP from among the following exams

**Rule options:**

- ADVANCED BIOMEDICAL TECHNOLOGIES 1 (MEQ3102759) - [ CFU: 4 ]
- ADVANCED BIOMEDICAL TECHNOLOGIES 2 (MEQ3102760) - [ CFU: 4 ]
- ADVANCED TECHNOLOGIES FOR BIOMEDICAL DATA (MEQ3103020) - [ CFU: 4 ]
- ANTIBIOTIC THERAPY: DISCOVERY, DEVELOPMENT AND RATIONALE CLINICAL USE (MEQ3102743) - [ CFU: 4 ]
- BIOLOGY OF AGEING (MEQ3102764) - [ CFU: 4 ]

CFU Min: 4 CFU Max: 4

The sum of the choices made from the previous rules of this restriction is 4 CFU

Previous rule Skip forward **Next rule**

**Information about the study plan you are completing**

Percorso di Studio scelto:	MEDICAL BIOTECHNOLOGIES
Year of offer:	2023
Cohort:	2023



# How to fill in the Study Plan

- In order to proceed, click on "Next rule".

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

» Piano di Studio » Rule

## Choice of the course units – Study Plan of [REDACTED]

**PLEASE NOTE**  
The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

**Rule - No.5 - No year of course**  
FINAL EXAM 002PD - Compulsory educational activities:

FINAL EXAMINATION (MEO2045719) - [ CFU: 31 ]

[Previous rule](#) [Next rule](#)

**Information about the study plan you are completing**  
Percorso di Studio: MEDICAL BIOTECHNOLOGIES  
scelto:  
Year of offer: 2023  
Cohort: 2023

**Activities formerly selected**  
List of teaching activities you have selected while completing your study plan. They are classified by year of course and ordered by code.

**Course units – Year of course 1**

Code	Description			
MEQ2099791	CELL AND ORGAN PHYSIOLOGY AND MEDICAL PATHOPHYSIOLOGY			
MEQ2099792	GENETICS AND EPIGENETICS			
MEO2045680	IMMUNOLOGY AND GENERAL PATHOLOGY			
MEO2045681	LABORATORY MEDICINE TECHNOLOGIES AND MOLECULAR DIAGNOSTICS			
MEO2045678	NANOBIOTECHNOLOGY			
MEO2045674	PHARMACEUTICAL BIOTECHNOLOGY: DESIGN AND ANALYSIS OF BIOPHARMACEUTICALS			
MEO2045677	PROTEOMICS AND BIOINFORMATICS			
MEP3052677	SEMINAR			
MEQ3102742	LABORATORY ACTIVITIES 4			
MEQ3102743	ANTIBIOTIC THERAPY: DISCOVERY, DEVELOPMENT AND RATIONALE CLINICAL USE			



# How to fill in the Study Plan

- At this point the Study Plan is in a Draft status and you have to complete the procedure and confirm it clicking on "**Confirm study plan**".

Study plan of:

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on "Confirm study plan" at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchange student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

**Status:** DRAFT

**Type of study plan:** Standard study plan selected via web

**Degree course track selected:** MEDICAL BIOTECHNOLOGIES

**Last modification date:**

**Year of offer:** 2023

**Cohort:** 2023

Key: Chosen Teaching activities Compulsary teaching activities

Course units without year of course	
Course unit code	Description
MEO2045719	FINAL EXAMINATION

Course units - Year of course 1	
Course unit code	Description
MEQ2099791	CELL AND ORGAN PHYSIOLOGY AND MEDICAL PATHOPHYSIOLOGY
MEQ2099792	GENETICS AND EPIGENETICS
MEO2045680	IMMUNOLOGY AND GENERAL PATHOLOGY
MEO2045681	LABORATORY MEDICINE TECHNOLOGIES AND MOLECULAR DIAGNOSTICS
MEO2045678	NANOBIOTECHNOLOGY
MEO2045674	PHARMACEUTICAL BIOTECHNOLOGY: DESIGN AND ANALYSIS OF BIOPHARMACEUTICALS
MEO2045677	PROTEOMICS AND BIOINFORMATICS
MEP3052677	SEMINAR
MEQ3102742	LABORATORY ACTIVITIES 4
MEQ3102743	ANTIBIOTIC THERAPY: DISCOVERY, DEVELOPMENT AND RATIONALE CLINICAL USE



Previous rule

Cancel study plan

**Confirm study plan**



# How to fill in the Study Plan



Once the study plan has been filled in you will see the final summary. The Study Plan is displayed as "**DRAFT/BOZZA**" status.

**A "draft" Study Plan is NOT a submitted plan!**

If you do not need to make any change, click on "**Confirm Study Plan**" at the bottom of the page.

- Clicking on "**Cancel Plan**", you undo all the educational activities and you have to complete again your plan.
- Clicking on "**Print Plan**", you can print the draft of your Study Plan.



# How to fill in the Study Plan

- Click on "**Final confirmation**". In this way, your study plan will be recorded.



» Piano Carriera

Course units choice - Study plan of

**WARNING!!!**

In order to definitively confirm your study plan please click on "Final confirmation". The course units will be loaded in your booklet when the study plan procedure will be closed.

Final confirmation



» Piano Carriera » Conferma Piano

Piano Carriera di:

Conferma Piano

Your study plan has been recorded.



# How to fill in the Study Plan

- Only at this point the Study Plan has been **definitely approved** and it is possible to print it, if you want.

Study plan of:

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on "Confirm study plan" at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchange student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

**Status:** APPROVED

**Type of study plan:** Standard study plan selected via web

**Degree course track selected:** MEDICAL BIOTECHNOLOGIES

**Last modification date:**

**Year of offer:** 2023

**Cohort:** 2023

Key: Chosen Teaching activities Compulsary teaching activities

Course units without year of course				
Course unit code	Description	Status	CFU	
MEO2045719	FINAL EXAMINATION	Planned	31	

Course units - Year of course 1				
Course unit code	Description	Status	CFU	
MEQ2099791	CELL AND ORGAN PHYSIOLOGY AND MEDICAL PATHOPHYSIOLOGY	Planned	6	
MEQ2099792	GENETICS AND EPIGENETICS	Planned	8	
MEO2045680	IMMUNOLOGY AND GENERAL PATHOLOGY	Planned	8	
MEO2045681	LABORATORY MEDICINE TECHNOLOGIES AND MOLECULAR DIAGNOSTICS	Planned	14	
MEO2045678	NANOBIOTECHNOLOGY	Planned	6	
MEO2045674	PHARMACEUTICAL BIOTECHNOLOGY: DESIGN AND ANALYSIS OF BIOPHARMACEUTICALS	Planned	6	
MEO2045677	PROTEOMICS AND BIOINFORMATICS	Planned	6	
MEP3052677	SEMINAR	Attended	1	
MEQ3102742	LABORATORY ACTIVITIES 4	Planned	4	
MEQ3102743	ANTIBIOTIC THERAPY: DISCOVERY, DEVELOPMENT AND RATIONALE CLINICAL USE	Planned	4	

Modify study plan

Print study plan



# How to fill in the Study Plan

- Once the Study Plan has been **definitely approved** also your booklet will be automatically filled in.



» Libretto

Booklet of:

This page shows the academic activities in the student's booklet. In the case of activities not yet passed and attended, there is a link in the 'Exam Session' that provides access to the list of the exam sessions.

To check your **exam results**, please select "Results notice board" from the menu.

Father of a group of Didactic Activities

Cerca

Academic Activities	Year of Course	Credits	Status	Attendance	Grade - Exam date	Rec.	Exams	Exam sessions
<a href="#">MEO2045719 - FINAL EXAMINATION</a>	0	31	○					
<a href="#">MEO3102743 - ANTIBIOTIC THERAPY: DISCOVERY, DEVELOPMENT AND RATIONALE CLINICAL USE</a>	1	4	○					
<a href="#">MEO2099791 - CELL AND ORGAN PHYSIOLOGY AND MEDICAL PATHOPHYSIOLOGY</a>	1	6	○					
<a href="#">MEO2099792 - GENETICS AND EPIGENETICS</a>	1	8	○					
<a href="#">MEO2045680 - IMMUNOLOGY AND GENERAL PATHOLOGY</a>	1	8	○					
<a href="#">MEO3102742 - LABORATORY ACTIVITIES 4</a>	1	4	○					
<a href="#">MEO2045681 - LABORATORY MEDICINE TECHNOLOGIES AND MOLECULAR DIAGNOSTICS</a>	1	14	○					
<a href="#">MEO2045678 - NANOTECHNOLOGY</a>	1	6	○					
<a href="#">MEO2045674 - PHARMACEUTICAL BIOTECHNOLOGY: DESIGN AND ANALYSIS OF BIOPHARMACEUTICALS</a>	1	6	○					
<a href="#">MEO2045677 - PROTEOMICS AND BIOINFORMATICS</a>	1	6	○					
<a href="#">MEP3052677 - SEMINAR</a>	1	1	●	2023/2024				

Key:

AT/R Attendance recognized

EA/R Entire activity recognized

AT/V Attendance validated

EA/V Entire activity validated

● Academic activity not in your career plan



## Step 5. Change the Study Plan

Within the time window defined by the Department Regulation it is always possible to modify a **directly** approved study plan or create a new one.

- Log in on [UNIWEB](#)
- Click on “**Study Plan**”
- Click on “**Modify Study Plan**”. You will be asked to complete a **NEW** Study Plan.

**Attention: you'll have to repeat the whole procedure from the start**

Key: Chosen Teaching activities Compulsory teaching activities

Course units without year of course				
Course unit code	Description	Status	CFU	
MEO2045719	FINAL EXAMINATION	Planned	31	

Course units - Year of course 1				
Course unit code	Description	Status	CFU	
MEQ2099791	CELL AND ORGAN PHYSIOLOGY AND MEDICAL PATHOPHYSIOLOGY	Planned	6	
MEQ2099792	GENETICS AND EPIGENETICS	Planned	8	
MEO2045680	IMMUNOLOGY AND GENERAL PATHOLOGY	Planned	8	
MEO2045681	LABORATORY MEDICINE TECHNOLOGIES AND MOLECULAR DIAGNOSTICS	Planned	14	
MEO2045678	NANOBIOTECHNOLOGY	Planned	6	
MEO2045674	PHARMACEUTICAL BIOTECHNOLOGY: DESIGN AND ANALYSIS OF BIOPHARMACEUTICALS	Planned	6	
MEO2045677	PROTEOMICS AND BIOINFORMATICS	Planned	6	
MEP3052677	SEMINAR	Attended	1	
MEQ3102742	LABORATORY ACTIVITIES 4	Planned	4	
MEQ3102743	ANTIBIOTIC THERAPY: DISCOVERY, DEVELOPMENT AND RATIONALE CLINICAL USE	Planned	4	

[Modify study plan](#)

[Print study plan](#)



## Key points

- Filling out your Study Plan is **mandatory**
- The Study Plan must be filled in and presented via [UNIWEB](#)
- A "draft" Study Plan is a **NOT** a submitted Plan!
- In order to sit the exams you **must** submit the study plan





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# Common doubts



1. Can I add/move up a second-year course unit to my first-year study plan? **No, it is not possible**
2. How can I check the prerequisites of a course unit? **Verify them in the [Syllabus](#)**
3. What can block my study plan? **You need to be up to date with university tuition fee payments**



Any questions?  
Get in touch!



Email to:

Academic Office:

[didattica.medicinamolecolare@unipd.it](mailto:didattica.medicinamolecolare@unipd.it)

International Desk:

[internationaldesk.medicinachirurgia@unipd.it](mailto:internationaldesk.medicinachirurgia@unipd.it)



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