



**INSTRUCTIONS FOR COMPILATION OF STUDY PLANS  
MASTER'S DEGREE IN  
INTERNATIONAL MANAGEMENT, ENTREPRENEURSHIP AND MANAGEMENT  
BUSINESS ADMINISTRATION, PROFESSIONAL AND MANAGERIAL ACCOUNTING  
(CURRICULUM ACCOUNTING, ACCOUNTABILITY AND GOVERNANCE)  
ECONOMICS AND DATA ANALYSIS  
A.Y. 2019/2020**

**DEADLINES OF COMPILATION**

**From 14<sup>th</sup> of October to 8<sup>th</sup> of November 2019** for all second-year enrolled students  
**From 28<sup>th</sup> of October to 18<sup>th</sup> of November 2019** for all first-year enrolled students

**ASSISTANCE IN COMPILATION PROCESS**

For problems during the on line compilation of study plan: you can send a ticket by consulting the following link <https://helpdesk.unibg.it/helpdesksegrestud/> and by choosing in the Menu SERVICES "ASSISTENCE COMPILATION STUDY PLANS"

**MODALITIES OF PRESENTATION OF STUDY PLANS**

Students enrolled in the 1st or in the 2nd year should fill the study plan in from their personal "Sportello Internet" after having done the log-in:  
<http://sportello.unibg.it/esse3/Home.do> >> STUDY PLAN >>COMPILATION OF STUDY PLANS

- ❖ Read attentively and follow the on-line instructions provided from COMPILATION system.
- ❖ Before the termination of the procedure of telematic compilation of the study plan, check the summary page of a study plan.
- ❖ Conclude the compilation by clicking CONFIRM > CONFIRM DEFINITELY

The conclusion of telematic compilation involves the approval (under condition) of a study plan and the contextual update of student's carrier.

The Student's Office, after due controls done by 10<sup>th</sup> of December, can require the modification of free choice of a student, in case it isn't coherent with the presented study plan.

The publication of a list of telematic study plans in which the free choice should be modified (or those corrected automatically by our Office), will take place by the 10th of December 2019 at the web page of the Master's degree course.

**STUDENTS ENROLLED AS "OUT OF COURSE" (those who have been enrolled for the first time in the A.Y. 2017-18 or previous AA.YY.)**



The “Out of course” students that renew their enrollment for A.Y. 2019/2020 and intend to modify their study plan should fill in the paper module “International Students\_Out of course student study plan\_2019-2020” and hand over the module by 8th of November 2019 to Student’s Office.

THE MODIFICATION OF A STUDY PLAN FOR “OUT OF COURSE” STUDENTS INVOLVES THE ENROLLMENT TO A.Y. 2019/2020 WITH THE CONSEQUENT OBLIGATION TO PAY THE ENTIRE ENROLLMENT AND TUITION FEES AND TO GRADUATE FROM THE SUMMER SESSION (JULY 2019).

**PAY ATTENTION:**

WE REMIND THAT PASSED EXAMS AND OBLIGATORY SUBJECTS CANNOT BE ELIMINATED FROM STUDY PLAN.

IT IS POSSIBLE TO REPLACE THE CHOSEN SUBJECTS WITH REGARD TO PREVIOUS ACCADEMIC YEARS IF THOSE HAVE NOT BEEN ALREADY PASSED.

**THE EXAMS OF NEW SUBJECTS INSERTED IN STUDY PLAN FOR A.Y. 2019/2020 CAN BE TAKEN ONLY AFTER THE CONCLUSION OF RELATIVE LECTURE DURING THE A.Y. 2019/2020.**

Bergamo, 23 October 2019

Student’s Office