



PERSONAL STUDY PLAN (PSP) Help&Faq

For first-year students enrolled in a Master's degree programme only.

After receiving your student ID number and enrolling in your Master's degree programme, you must create your Personal Study Plan/Annual Personal Study Plan

Please note: the **PERSONAL STUDY PLAN (PSP)** includes all the courses that you are going to take throughout your academic path (from enrolment to graduation)

Please note: the **ANNUAL PERSONAL STUDY PLAN (APSP)** is the list of courses and/or training activities that you are going to attend during the current academic year, chosen from the courses/activities listed in your Personal Study Plan. The Annual Personal Study Plan must respect the credit limit imposed by the type of enrolment workload that you have chosen (part-time or full-time enrolment).

When you log in to the guided procedure for the creation of your PSP, on the first screen, you will be able to **choose a specialized pathway (orientamento)**, if provided by your degree programme.

ITA  ENG 

Corso di Laurea in INGEGNERIA AEROSPAZIALE

 **PATHWAY CHOICE:** When you prepare your Personal Study Plan for the first time, you will be asked to choose in which pathway you want to specialize.

▶ Introductory year taught in English

▶ EASA PART 66 track - EN

▶ Basic track - IT

▶ EASA PART 66 track - IT

When you click on the various tags, you will see the list of courses provided by each specialist pathway.

By clicking the button "I want to choose this pathway" you will move on to the creation of your Personal Study Plan.

For all other students

Personal Study Plan definition

The procedure for creating your Personal Study Plan/Annual Personal Study Plan is accessible from your personal page on the Teaching Portal. Select the "My academic

progress" tab and choose the portlet called "Creating your PSP/APSP and enrolling in the new academic year". Then follow the guided procedure and make sure that you respect the rules for the creation of the PSP/APSP.

The procedure is guided and you can repeat it as many times as you wish until the deadline: it ends with the formulation of your Annual Personal Study Plan.

In your Personal Study Plan you will see the following items:

- the courses marked in green show the exams that you have already passed
- the courses marked in black are the exams that you still have to take.

For some degree programmes some courses have a generic code and need to be ranked in order of preference after you include them in your Annual Personal Study Plan. For the courses with a blue background, you need to make a choice between the options with a gray background.

In addition, your Personal Study Plan will show:

- any **restricted or validated courses** (in the event of transfer or credit transfer)
- any **courses that you have attended and/or taken** while you were enrolled in single courses because you did not meet the language requirements for admission to your Master's degree programme.

Corso di Laurea in INGEGNERIA AEROSPAZIALE					
PATHWAY:Orientamento generalista - IT					
Change Pathway					
Richieste in questo anno accademico: 0					
PERSONAL STUDY PLAN: If the line has a white background, it means that no other choices are possible at the moment					
If the line is highlighted in green and has a white background, it means that you have already passed this exam					
Current credits: 180					
Code	Course name	Year	Semester	CFU/credit	Messages Cart Delete
16AHMLZ	Chimica	1	1	8	O
16ACFLZ	Analisi matematica I	1	1	10	O
12BHDLZ	Informatica	1	1	8	O
07LKILZ	Lingua inglese I livello	1	1; 2	3	O ✕
01RKCLZ	Algebra lineare e geometria	1	2	10	O
01RMMLZ	Imprenditorialità e innovazione	1	2	6	O
17AXOLZ	Fisica I	1	2	10	O
20AXPLZ	Fisica II	2	1	6	O
22ACILZ	Analisi matematica II	2	1	6	O
03MYVLZ	Fondamenti di Elettrotecnica ed Elettronica	2	1	10	O
14APGLZ	Disegno tecnico industriale	2	1	6	O
09IHLRLZ	Fondamenti di meccanica strutturale	2	2	8	O
06IHQLZ	Termodinamica applicata e trasmissione del calore	2	2	8	O

Scegli tra i moduli sotto, in grigio (Insegnamento a scelta da Tabella A)		3	2	12	5	X
☒ 01SYALZ	Altri Crediti liberi	3	1,2	6		
☒ 09PNOLZ	Crediti liberi del 3° anno	3	1,2	6		
☐ 04PTCLZ	Alternativa crediti liberi 1° anno	3	1,2	6		
16IBNLZ	Prova finale	3	2	3	0	X
01MZBLZ	Sistemi di bordo aerospaziali	3	2	6	5	X
01NFBZL	Fondamenti di meccanica del volo	3	2	6	5	X

Confirm

Pay attention to the ECTS (credits) column of the courses with a blue background: it indicates the minimum number of credits that you need to select from the list of courses with a gray background. In the example above, you can see that the blue course carries 12 ECTS. In this case you need to choose your courses so that the sum of their credits is equal to the number of required credits (12). For example, you can choose a 12-ECTS course or two courses that are worth 6 ECTS each. If you do not select the right number of courses, the following message will be displayed by the system:

Errore

Non hai effettuato tutte le scelte per il gruppo 06ICWOV-Insegnamento a scelta da Tabella 1

Crediti da scegliere:6 Crediti scelti:0

Chiudi

In some cases, you can avoid making any choice by deleting the course with a generic code.

The following screen will now be shown:

Attenzione

You have decided not to choose any module for this group (**Insegnamento a scelta da Tabella A**)

Do you want to delete this exam?

Code: 11IDFLZ

Course name: (**Insegnamento a scelta da Tabella A**)

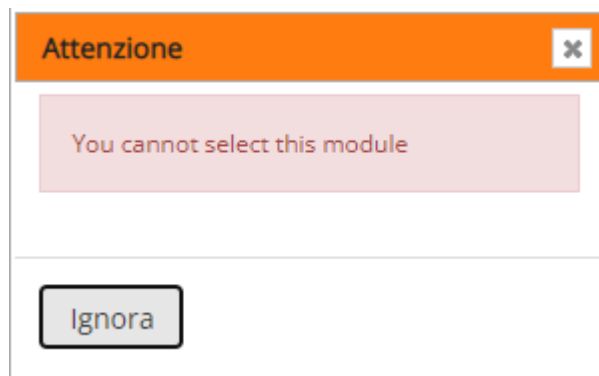
Pathway:

Semester: 2

Year: 3

OK Cancel

Some courses cannot be selected directly by the student since they require the verification of specific requirements. In this case you the system will display the following warning message:



In this case, you need to send a ticket or go to the Office of Student Services (Segreteria didattica) and ask them to add the desired course. The Office of Student Services will evaluate your request.

You are allowed to modify your Personal Study Plan by adding or deleting some courses.

However, make sure your PSP always meets the following requirements:

- Minimum number of credits (180 for Bachelor's degree programmes, 120 for Master's degree programmes)
- Limitations (pre-requisites, exclusions) published in the course catalogue

To add a course, simply search it in the search box that appears at the bottom of the Personal Study Plan (enter the course code or denomination)

Scegli tra i moduli sotto, in grigio (Insegnamento a scelta da Tabella A)		3	2	12		S	X
☒ 01SYALZ	Altri Crediti liberi	3	1,2	6	✓		
☒ 09PNOLZ	Crediti liberi del 3° anno	3	1,2	6			
☐ 04PTCLZ	Alternativa crediti liberi 1° anno	3	1,2	6			
16IBNLZ	Prova finale	3	2	3		O	X
01MZBLZ	Sistemi di bordo aerospaziali	3	2	6		S	X
01NFBLZ	Fondamenti di meccanica del volo	3	2	6		S	X

Confirm

Cerca un esame tramite codice o descrizione:

Codice:

Nome Esame:

Cerca Esame

By clicking on "search exam", the search results will be displayed.

Exams from other pathways

2	01OMDPQ	Progettazione fisico tecnica dell'edificio: efficienza energetica e impiantistica	1	6	Percorso	Corso di Laurea Magistrale in ARCHITETTURA COSTRUZIONE CITTA'
3	02LMSMV	Bioingegneria dell'esercizio fisico e dello sport	2	6	Biomeccanica	Corso di Laurea Magistrale in INGEGNERIA BIOMEDICA
4	02LMSMV	Bioingegneria dell'esercizio fisico e dello sport	2	6	Strumentazione biomedica	Corso di Laurea Magistrale in INGEGNERIA BIOMEDICA
5	02LMSMV	Bioingegneria dell'esercizio fisico e dello sport	2	6	eHealth	Corso di Laurea Magistrale in INGEGNERIA BIOMEDICA

Vista da 1 a 5 di 5 elementi

Precedente

1

Successivo

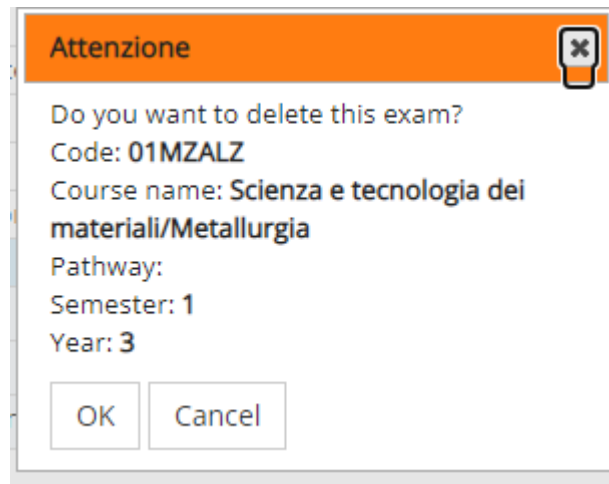
Continue

When you select the course that you want to add, you will be asked to confirm that you actually want to add that course.

By confirming, the course will be added to the bottom of your Personal Study Plan.

You can delete some courses from your Personal Study Plan, but this is possible only if you have not passed them yet. To delete a course click the blue X that appears in the "Delete" column:

09IHRLZ	Fondamenti di meccanica strutturale	2	2	8	0	X
06IHQLZ	Termodinamica applicata e trasmissione del calore	2	2	8	0	X
02IHSLZ	Meccanica delle macchine	2	2	8	0	X
01MZALZ	Scienza e tecnologia dei materiali/Metallurgia	3	1	10	0	X

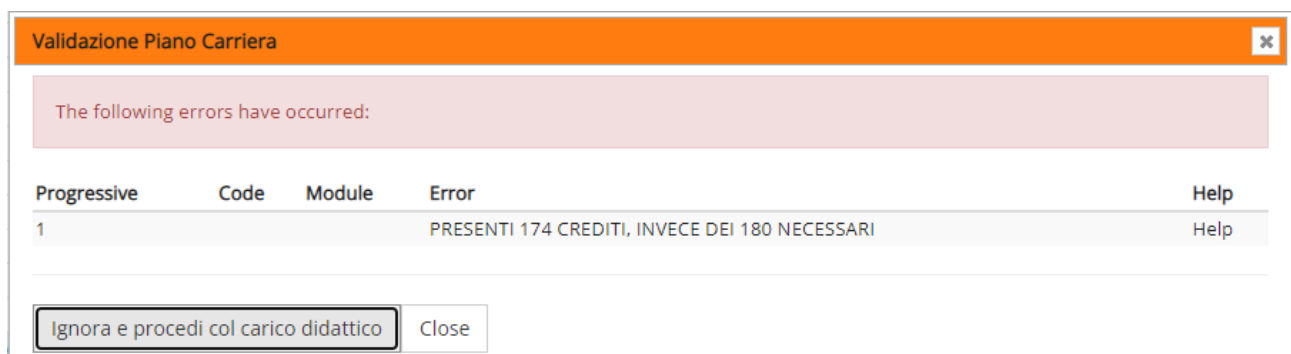


N.B. If you want to delete a course with a blue background, firstly you must deselect all courses that you have already selected from the options proposed in the list with a gray background.

When you click the "Confirm" button, the system checks the data. If there are any inconsistencies, a pop-up box will be displayed to inform you about the type of problem.

In detail, the following conditions may occur:

- the number of credits in your Personal Study Plan is lower than 180 (for Bachelor's degree programmes) or lower than 120 (for Master's degree programmes).



- If **the error** displayed is due to limitations, co-existence constraints or mutual exclusions, you need to check the course catalogue.

If the system detects some problems, you will see one or more red lines corresponding to the problems detected by the system. In this case you will not be allowed to continue with the creation of your Annual Personal Study Plan.

Attenzione! Sono stati rilevati degli errori nella fase di convalida della bozza di:

Piano Carriera

MODULO CON VINCOLO DI OBBLIGO,IMPOSTO IN FASE SI AMMISSIONE AL CORSO DI STUDI

Vedi Carico Didattico

CERTIFICAZIONE DI LINGUA ITALIANA NON IDONEA PER IL MODULO

CERTIFICAZIONE DI LINGUA ITALIANA NON IDONEA PER IL MODULO

CERTIFICAZIONE DI LINGUA ITALIANA NON IDONEA PER IL MODULO

CERTIFICAZIONE DI LINGUA ITALIANA NON IDONEA PER IL MODULO

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CERTIFICAZIONE DI LINGUA ITALIANA NON IDONEA PER IL MODULO

CERTIFICAZIONE DI LINGUA ITALIANA NON IDONEA PER IL MODULO

Vedi

Ignora

After correcting the problems or if the table of activities of your Personal Study Plan is approved by the system, you can proceed with the creation of your Annual Personal Study Plan:

TABELLA ATTIVITÀ AMBITI

⊕ **Caratterizzanti** Crediti: 68 (MAX: 81; MIN: 64)

⊕ **Affini o integrative** Crediti: 18 (MAX: 18; MIN: 12)

⊕ **A scelta dello studente** Crediti: 12 (MAX: 12; MIN: 0)

⊕ **Per prova finale e conoscenza della lingua straniera** Crediti: 16 (MAX: 30; MIN: 16)

⊕ **Altre (art. 10, comma 1, lettera f)** Crediti: 0 (MAX: 999; MIN: 0)

⊕ **Per stages e tirocini presso imprese, enti pubblici o privati, ordini professionali** Crediti: 0 (MAX: 0; MIN: 0)

Torna al Piano Carriera

Procedi con il carico didattico

If you try to change a course that you have already attended and you want to move on to the creation of your Annual Personal Study Plan, you will get the following message:

 Seleziona i moduli già frequentati che non vuoi più sostenere. Essi non saranno pertanto inseribili nel Carico Didattico perdendo di fatto il diritto a sostenere l'esame ad essi relativo

Seleziona moduli da non sostenere

#	Nome Insegnamento	Nome Insegnamento	CFU
☐	05BINNB	Ingegneria sismica	8.0

Elimina

If the changes that you have made to your Personal Study Plan require the approval of the Academic Advisor, the system will show a page where you can submit your request and explain your motivations:

Attenzione



A seguito delle seguenti modifiche si rende necessaria chiedere l'approvazione al Referente del corso di studi

Codice	Nome insegnamento	Azione
20QLAOA	Insegnamento a scelta da Tabella I	RICHIESTA ELIMINAZIONE

E' necessario spiegare al Referente del corso di studi le ragioni della richiesta:

Invia richiesta

After submitting your request to the Academic Advisor and receiving his/her approval, you will be able to continue and create your Annual Personal Study Plan.

If your request is rejected, you will have to create your Personal Study Plan choosing from the list of possible courses.

If your request is approved, you must choose the enrolment workload for the new academic year and create your Annual Personal Study Plan.

✕

Scegliere il tipo di impegno per il nuovo anno accademico:

Tempo pieno ▼

Conferma

Chiudi

ANNUAL PERSONAL STUDY PLAN

- during the academic year, you are allowed to take **only** the courses that are included in your Annual Personal Study Plan ;
- you need to include both first-semester and second-semester courses at this stage;
- **For Bachelor's degree programmes:** you are not allowed to make any changes to your Annual Personal Study Plan during the year, not even for second-semester courses
- **For Master's Degree programmes:** there will be a window for changing your Personal Study Plan / Annual Personal Study Plan before the beginning of second-semester classes (see the calendar for deadlines)

#	Code	Course name	Credits	Year	Semester	Compulsory	Explain	Year
1	01SYALZ	Altri Crediti liberi	6	3	1,2	N		3
2	02EUC LZ	Costruzioni aeronautiche	8	3	1	N		3
3	09PNOLZ	Crediti liberi del 3° anno	6	3	1,2	N		3
4	01MYYLZ	Fondamenti di macchine e propulsione	8	3	1	N		3
5	01NFB LZ	Fondamenti di meccanica del volo	6	3	2	N		3
6	16IBNLZ	Prova finale	3	3	2	S		3
7	01MZALZ	Scienza e tecnologia dei materiali/Metallurgia	10	3	1	S		3
8	01MZBLZ	Sistemi di bordo aerospaziali	6	3	2	N		3

#	Code	Course name	Credits	The course starts in semester	The course ends in semester	Buy	Explain	Year
1	19APGLZ	Disegno tecnico Industriale	6	2	2	S		1
2	17AXOLZ	Fisica I	10	2	2	S		1
3	07LKILZ	Lingua inglese I livello	3	1	1	S		1
4	22ACILZ	Analisi matematica II	6	1	1	S		2
5	20AXPLZ	Fisica II	6	1	1	S		2
6	03MYVLZ	Fondamenti di Elettrotecnica ed Elettronica	10	1	1	S		2
7	09IHR LZ	Fondamenti di meccanica strutturale	8	2	2	S		2
8	06IHQLZ	Termodinamica applicata e trasmissione del calore	8	2	2	S		2
9	02IHS LZ	Meccanica delle macchine	8	2	2	S		2
10	01PGL LZ	Economia e organizzazione d'impresa/Legislazione aeronautica e fattori umani e sicurezza	10	1	1	S		2
11	01USBLZ	Crediti liberi dal catalogo di Ateneo "Grandi Sfide Globali"	6	2	2	S		2

Please note: in the image above, the Annual Personal Study Plan is the table shown in the box at the bottom of the page.

In the lower box, you will automatically see the courses that you have already attended (courses in blue). If you want to add a new course to your Annual Personal Study Plan, you must drag and drop it from the upper box to the lower box.

If you are filling in your Annual Personal Study Plan with the purpose of advancing some of your future Master's courses, you will find these courses marked in purple.

Moduli del Piano Carriera inseribili nel Carico Didattico

#	Codice	Nome	Crediti	Anno	Periodo	Obbligatorio	Esplica
1	02CIXPG	Sistemi informativi aziendali	8	1	1	S	AMS
2	09AQGGPG	Economia aziendale	8	1	1	S	AMS
3	02PBVPVPG	Analisi dei sistemi economici	8	1	1	S	AMS

CARICO DIDATTICO

#	Codice	Nome insegnamento	Crediti	Periodo Ini	Periodo Fin	Acquist	Esplica
1	16IBNPI	Prova finale	0	2	2	S	
2	01MOQPI	Sistemi energetici industriali	8	2	2	S	
3	03EMYPI	Logistica di distribuzione	10	2	2	S	

Totale crediti:

18

Totale crediti escluso overbooking:

18

Procedi

DISCONTINUED COURSES

If a course is no longer offered by Politecnico or if it going to be discontinued in the next academic year, the following message will be displayed on the page of your Annual Personal Study Plan:

PLEASE NOTE: there will be NO classes for the subjects listed in the table below, because they are going to be discontinued. It will only be possible to sit the exams within the exam session reported.

- if you intend to attend the classes from now, you must replace these subjects with the new ones in the table
- if you still want to sit the exams of the already attended subjects remember that if you do not pass them within the last exam session provided, they will automatically be replaced by the new ones
- if you meet the requirements to sit for the extraordinary Autumn examination session, the last available session will be November

Discontinued course	Substitute course	Last available exam session
06BQXOA Metodi matematici per l'ingegneria (10 CFU)	09BQXOA Metodi matematici per l'ingegneria (10 CFU)	9/2022
23ACIOA Analisi matematica II (8 CFU)	26ACIOA Analisi matematica II (10 CFU)	9/2022

Depending on the information displayed, you will be able to decide if you want to keep the discontinued course in your Annual Personal Study Plan or if you prefer to replace it with another suggested course.

When a course is being discontinued, it means it will no longer be available in the following academic year; therefore, classes will not be provided but it will be possible to take the exam until the last examination session of the academic year.

OVERBOOKING

When you reach the maximum number of credits (which varies depending on the enrolment workload) and you try to include other courses in your Annual Personal Study Plan, such courses will be marked as "overbooking courses" and displayed in **red**.

Please note: as soon as your exams are recorded in your transcript, they will be removed from your APSP, thus "releasing space" for new credits. Your overbooking courses will fall into your APSP following the order in which they had been entered. For this reason, it is important that you enter your courses in order of preference.

ANNUAL PERSONAL STUDY PLAN								
#	Code	Course name	Credits	The course starts in semester	The course ends in semester	Buy	Explain	Year
1	03AUSMT	Endoreattori	6	1	1	S		1
2	02BAQMT	Gasdinamica	8	1	1	S		1
3	01SRBMT	Materiali per applicazioni aerospaziali	6	1	1	S		1
4	02EUGMT	Meccanica del volo	8	1	1	S		1
5	02IHZMT	Metodi numerici e calcolo scientifico	8	1	1	S		1
6	01SREMT	Progettazione e fabbricazione additiva per applicazioni aerospaziali	6	1	1	S		1
7	03GKZMT	Sistemi aerospaziali	8	2	2	S		1
8	02CODMT	Strutture aeronautiche	8	2	2	S		1
9	03BUJMT	Motori per aeromobili	8	2	2	S		1
10	02NH5MT	Progettazione di veicoli aerospaziali	8	1	1	N		2
11	01RXIMT	Propulsione aerospaziale avanzata	6	2	2	N		2
12	01SRGMT	Dinamica e controllo di veicoli spaziali	6	1	1	N		2

After entering your courses and clicking "Continue", the system will check your APSP and report possible problems as shown in the following picture:

APSP check

The following errors have occurred:

Progressive code	Course	Module	Error	Help
1	02NH5MT	Progettazione di veicoli aerospaziali	LEZIONI DEL CORSO GIA' INIZIATE.	Help
2	01SRGMT	Dinamica e controllo di veicoli spaziali	LEZIONI DEL CORSO GIA' INIZIATE.	Help

Nel carico didattico c'e ancora spazio per l'aggiunta di ulteriori insegnamenti. Si ricorda che il carico didattico, a seguito del termine ultimo di definizione, non sara piu modificabile: e necessario inserire gli esami di tutto l'anno accademico (I e II periodo didattico).

There is still space in your Annual Personal Study Plan for including further courses. Please note that, once passed the deadline, it will be no possible anymore to make changes to it. It is necessary to insert all the exams expected for the academic year (I and II semester).

Ignora e salva

Chiudi

If there are no errors, the following message will be displayed:

APSP check

Your Annual Personal Study Plan has been approved!

Nel carico didattico c'e ancora spazio per l'aggiunta di ulteriori insegnamenti. Si ricorda che il carico didattico, a seguito del termine ultimo di definizione, non sara piu modificabile: e necessario inserire gli esami di tutto l'anno accademico (I e II periodo didattico).

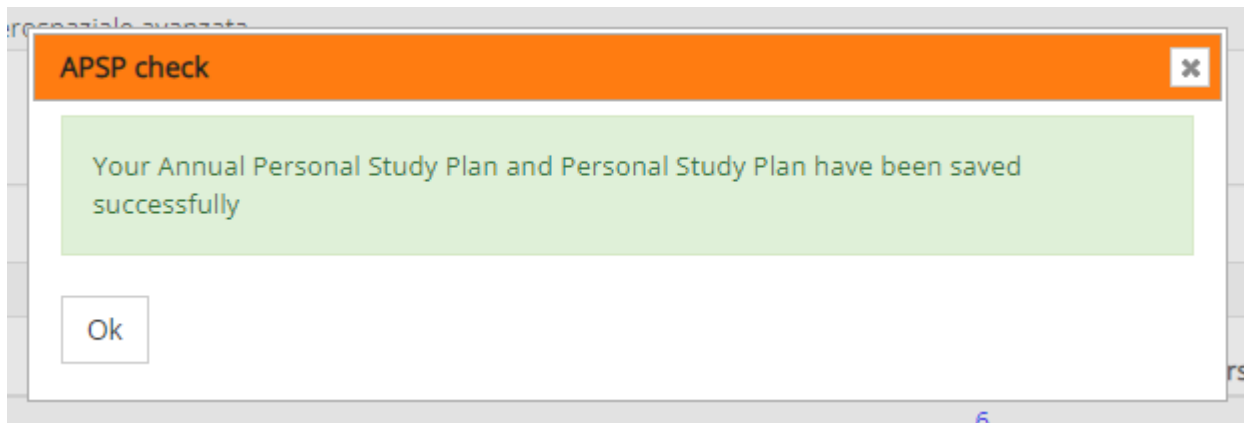
There is still space in your Annual Personal Study Plan for including further courses. Please note that, once passed the deadline, it will be no possible anymore to make changes to it. It is necessary to insert all the exams expected for the academic year (I and II semester).

Do you want to save this Annual Personal Study Plan?

Save

Chiudi

By clicking the "Save" button, you will save both your Personal Study Plan and your Annual Personal Study Plan. To complete your enrolment in the new academic year, you need to pay the first instalment of your tuition fees from the Portlet "Creating your Personal Study Plan / Annual Personal Study Plan and enrolling in the new academic year".



You are allowed to repeat the operations for the creation of your PERSONAL STUDY PLAN and ANNUAL PERSONAL STUDY PLAN as many times as you want until the deadline indicated in the academic calendar published in the Student Guide.