

1222 • 2022  
**800**  
ANNI



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

1989  
2019  
**30**  
Years of  
*dSEA*

# Start at dSEA guide

Master's Degree students handbook



# Welcome at dSEA

**Try your best, find your way:  
broaden your horizons with dSEA**



*"Congratulations on  
receiving your offer to study at the  
University of Padova.*

*At dSEA you will be welcomed by  
academic and services Staff who  
are keen to help you succeed.*

*This guide contains  
important information for the  
best start at dSEA!  
If you need any further  
assistance, contact our staff.*

*We wish you to experience all the  
best during your stay in Padova!".*

*Professor Giulio Cainelli*

Director of the Department of  
Economics and Management  
University of Padova



# Studying in Padova... and studying at dSEA!

1989  
2019  
**30**  
Years of  
**dSEA**



## Why Padova?

*"For the great desire I had to see  
fair Padua, nursery of arts, I am  
arrived... and am to Padua come, as  
he that leaves a shallow plash to  
plunge in the deep, and with satiety  
seeks to quench his thirst".*

William Shakespeare  
(The Taming of the Shrew)

**Further information at:**  
**<https://www.unipd.it/en/why-padova>**

## Why dSEA - Department of Economics and Management?

dSEA is a Department of Excellence, selected among the best Italian universities, offering its students various personalized services, the highest quality in teaching, a very high rate of employability and international experiences.



Check this video out!  
<https://www.youtube.com/watch?v=WyhzaGXt654>





The Department of Economics and Management "Marco Fanno" is one of the youngest Departments in one of the most ancient European universities: the University of Padova, whose origin dates back to 1222. The Department was founded in 1990 and it soon became a leading center in the higher education of business and economic sciences.

In July 2012 the Department of Economics and Management of Padova has ranked #1 for the 7th consecutive year by the famous Italian Research Institute – Censis.

The ranking has been based on several indicators measuring:

- teaching quality
- likelihood of students finding excellent jobs

dSEA is among the 180 best University Departments in Italy and among the 18 **Departments of Excellence** in the economic-statistical area.

According to the **QS World University Rankings**, which internationally measures the quality of the university system, the Department of Economics and Management "Marco Fanno" is one of the 150 best Departments in the world










For further information about the governance, faculty and staff of different services, check the following links:

- <https://www.economia.unipd.it/en/content/dipartimento/governance>
- <https://www.economia.unipd.it/en/category/ruoli/faculty>
- <https://www.economia.unipd.it/en/category/ruoli/staff>
- <https://www.economia.unipd.it/en/services>

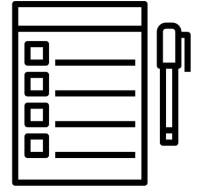


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# Admission process



## APPLICATIONS

The University of Padova welcomes applications from well-qualified international students.

You are considered an “**international student**” if you hold a non-Italian academic diploma, degree or equivalent.

**Check the following link for application or contact the welcome unit:**

<https://www.unipd.it/en/studying-padova/admission/how-apply/study-english-how-apply>

### International Office - Welcome Unit

Palazzo Anselmi  
Lungargine del Piovego, 1  
35131 Padova

### For general enquiries:

+39 049 8276831

[international.admission@unipd.it](mailto:international.admission@unipd.it)

You can find the dedicated portal  
for online applications at the following link:

<https://apply.unipd.it/>



# Enrollment

## ENROLLMENT PROCEDURES

After having been admitted to the University of Padova you will have to finalize enrollment.

Enrollment procedures and documents vary depending on your current situation (citizenship, current residence, etc.).

Further information at: <https://www.unipd.it/en/how-to-enrol>

Select the category below you most identify with:

- European citizens: <https://www.unipd.it/en/european-citizens-how-enrol>
- Non-European citizens residing in Italy: <https://www.unipd.it/en/non-european-citizens-residing-italy-how-enrol>
- Non-European citizens residing outside Italy: <https://www.unipd.it/en/non-european-citizens-residing-outside-italy-how-enrol>
- Chinese students joining the Marco Polo Project:  
<https://www.unipd.it/en/marco-polo-project>



Always remember to enable your institutional e-mail address in order to receive all important communications by the University and by the Department.

You will receive it at the time of enrollment and it shows as **firstname.lastname@studenti.unipd.it**

Kindly use this email address to contact the administrative offices, the professors and the University staff!



# Padova getting started



## JUST ARRIVED: DISCOVERING PADOVA

- A city definable as truly student-friendly, Padova hosts over 58,000 students within a population of little more than 210,000 inhabitants: these are the numbers depicting one of the oldest university towns, where student and city life coexist in close proximity on a daily basis (updated 2019).
- Prato della Valle, St. Anthony Basilica, Scrovegni Chapel are only the most renowned examples of all the Cultural landmarks you can visit in Padova!
- Many artistic and monumental masterpieces are part of the University cultural heritage, including Palazzo Bo, Palazzo Liviano, the Botanical Garden and La Specola.
- There are plenty of opportunity in town to listen to good music and take part in cultural activities, like visiting city museums and exhibitions or going to theatres, concert halls and cinemas.
- Further information at: <https://www.unipd.it/en/arriving-living>



### Attending Orientation

Welcome day is held by the Orientation and Tutoring service during the first days of lesson.

You will be provided with all the important information regarding you career at dSEA!

You can contact the Orientation service at:  
[orientamento.economia@unipd.it](mailto:orientamento.economia@unipd.it)

Check the social networks for dates and updates!

# Padova getting started

## SUGGESTED ARRIVAL DATES

Check the key academic dates at the following link for planning your travels in and out: <https://www.unipd.it/en/key-academic-dates>

### Residence permit

Please follow these important steps in order to get your residence permit:

1. Go to the Post Office and collect the yellow kit.
2. Go to the SAOS Desk and fill out the kit.
3. Go to the Central Post Office (Corso Garibaldi 25, Padova), pay the fee and send the kit.
4. Keep the receipt issued by the Post office! It is considered your temporary residence permit.
5. On the day written on the receipt, go to the Police Headquarters (Questura) for the fingerprints, with: passport-size photographs; the original copies of the documents you sent with the kit; your passport; the receipt of your permit application.

The receipt contains two personal code numbers (User Id and Password) which enable you to follow the state of your application on [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it)

If the application is successful, the electronic residence permit will be issued in at least a month from the date of your first appointment.

In any case, the permit will be issued for the length of your health insurance and for no longer than one year.

# Padova getting started

To extend your stay in Italy, you will need to start the renewal process in good time, i.e. three months before it expires.

When the permit is ready, the Questura will send you a text message to tell you when you can collect it.

For costs and additional information, you can refer to the **SAOS Desk**: [saos@unipd.it](mailto:saos@unipd.it)

Further information at: [www.unipd.it/en/saos](http://www.unipd.it/en/saos)

## Healthcare

Students coming from EU countries can benefit from medical assistance in Italy thanks to the European Health Insurance Card (EHIC, in Italian “TEAM”) issued by the competent health institution in your country of residence.

The EHIC gives you access to the National Health Service for “urgently needed medical treatments” during temporary stay.

You can voluntarily register in the National Health Service.

The voluntary registration entitles you to benefit the Italian healthcare services like Italian citizens do; it is valid for one calendar year (from 1st January to 31st December); the payment is not divisible and you cannot apply retroactively.

Further information at: <https://www.unipd.it/en/healthcare-EU>

**Non-European students** must hold a valid medical insurance in order to apply for their residence permit.

The medical insurance can be obtained through:

- private insurance
- voluntary registration in the National Health Service EHIC (only for students residing in a EU country)



# Padova getting started

For further information please read the **Guide to Health Services** released by the Veneto Region, which is available online in multiple languages:  
<http://www.venetoimmigrazione.it/it/guida-servizi-sanitari>

Further information at: <https://www.unipd.it/en/healthcare-nonEU>

## **Tuition Fees: 3 instalments per year**

The **FIRST** instalment is **€187,00** for first-year students.

The payment is due when enrolling to any degree programme.

The **SECOND** and the **THIRD** instalments are calculated according to your income, merit and individual situation.



## **How can you pay?**

Through PagoPA, a method which guarantees safe and reliable electronic payments towards Italian Public Administration.

It is available via **Uniweb** ("Contribuzione").

Info and Guidelines at: [www.unipd.it/en/key-documents](http://www.unipd.it/en/key-documents)

# Padova getting started

## ISEE

### What is ISEE?

ISEE is an official certificate, which indicates your financial standing in any given year based on family status, earnings, property and expenses.

You will need to provide information and documentation regarding you and your family's annual income and assets.

### What is it used for?

It is required to access a wide range of economic benefits (tuition fees reductions, Regional Scholarship, ESU Accommodation etc.)

### Where can I obtain the ISEE?

The ISEE is issued by the CAF Office (Fiscal Assistance Centre) partner of the University, located in Padova, Via Belzoni 48/50.

Further information at: [www.unipd.it/en/key-documents](http://www.unipd.it/en/key-documents)



### How can you pay?

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Info and Guidelines at: [www.unipd.it/en/key-documents](http://www.unipd.it/en/key-documents)

# Padova getting started

## SCHOLARSHIPS

The University of Padova, the Veneto Region and other organizations offer various scholarship schemes to support students.

Below is a list of the funding opportunities that are often used by international students in Padova:

### **Padova International Excellence**

For info: [WelcomeUnit.international.admission@unipd.it](mailto:WelcomeUnit.international.admission@unipd.it)

### **Regione Veneto Scholarship**

For info: [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it)

### **Scholarships by the Ministry Of Foreign Affairs and International Cooperation (MAECI)**

For info: <https://studyinitaly.esteri.it/en>

### **Invest Your Talent**

For info: <https://postgradinitaly.esteri.it/postgradinitaly/en>

### **Galileian School of Higher Education Scholarships**

[scuola.galileiana@unipd.it](mailto:scuola.galileiana@unipd.it)

...and more

**Further information at:** [www.unipd.it/en/scholarships](http://www.unipd.it/en/scholarships)



# Padova getting started

## PART-TIME JOB

As an international student in Italy, you are free to take a part-time job in order to help cover your costs.

Please note that Non-European students with a permit of stay for study reasons are allowed to work **up to 20 hours/week**.

You could therefore look for part-time job opportunities/student jobs in private companies/organizations.

During your 2nd year of studies, you can also apply for one of the part-time job opportunities offered by our University such as student collaborations (200 hours).



### Flashcards. What is it?

The Flash Card proves your student status at the University of Padova and allows you to use certain services, such as access to University areas (e.g.: laboratories) and library loans, electronical recognition before examinations etc.

### How do I receive it?

After completing the enrollment procedure, it will be sent to your address. International students who have not indicated an Italian address on Uniweb can collect their Flash Card at the Student Office.

### Flash Up Studio

The Flash Card can also be upgraded to Flash Up Studio at one of the branches of Intesa San Paolo bank, so that you can make bank transfers/payments, receive credits scholarships, reimbursements, mobility grants, tutoring grants, etc.

Further information at: [www.unipd.it/en/flash-card](http://www.unipd.it/en/flash-card)

# Padova getting started

## ACCOMMODATION

- The ESU Regional Agency provides accommodation for about 1600 students in its 14 halls of residence, which are situated in the city centre or near the university buildings.
- Private colleges reserve a limited number of places exclusively for international students.
- Private market (flats and/or shared rooms): Housing Anywhere.  
Further information at: [www.unipd.it/en/housing](http://www.unipd.it/en/housing)  
e-mail address: [housing@unipd.it](mailto:housing@unipd.it)

## CANTEENS

All students and staff can use the canteens managed by the ESU or other partners.

Canteens are located in the city center or near the main University buildings (even at the University's satellite sites).

The price of meals (lunch or dinner) varies according to your financial situation (assessed by the ISEE): <https://www.esupd.gov.it/costs>

Access to canteens is given through **QRcode identification**, available upon accreditation on the web page [www.esupd.gov.it](http://www.esupd.gov.it) > Online Services.

## Benefits and Contribution to Right to Study

Via S. Francesco, 122 - Padova  
[dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it)

For further information: [www.unipd.it/en/canteens](http://www.unipd.it/en/canteens)

# Padova getting started

## GETTING AROUND

The University promotes various initiatives in order to improve sustainable transport in urban areas.

City buses and tram are run by **APS Mobilità**.

Mobilità: tickets can be bought at edicole (newsagents) and tabaccherie (tobacconists); bus passes are available at APS offices and online.

A special transport for **people with disabilities** can be booked by phone: 840.00055

An on-call nighttime bus service, founded in collaboration between the University, the Municipality of Padova and Busitalia Veneto, is also available, upon request via the Night Bus App.

There are two Bike sharing options in Padova:

- Goodbike Padova
- Mobike (stationless)

Enjoy our 170 km of cycling paths!

For further information: [www.unipd.it/en/getting-around](http://www.unipd.it/en/getting-around)



*"dSEA is an international Department within an excellent University.  
Padova is the best city for students.  
I appreciate the small classes and labs, which make  
communication easier and more efficient"*

**Tatiana**

Law and Economics Master's Degree student



# Padova getting started

## MOBILE PROVIDERS

There are many mobile providers available, each of them offering several voice and data packages. You should compare prices and conditions carefully!

You can get:

- a prepaid SIM card (ricaricabile): it must be regularly recharged with credit vouchers (ricariche) that can be done at tobacconists, bars, ATMs or online
- a mobile contract (abbonamento), a permanent contract at a fixed monthly rate

To get a prepaid SIM card or a contract, you will need:

- identity document/passport
- Italian address
- tax code (codice fiscale)



### Phone calls

#### Calling Italy from abroad:

Dial the international access code (00)

Dial the country code (39)

Dial the number including the area code (Padova: 049)

#### Calling abroad from Italy:

Dial the international access code (00)

Dial the two digit country code

Dial the number including the area code

#### Emergency numbers:

Police 113 / Carabinieri / Military Police 112

Fire Department 115 / Ambulance 118

City Police 049 8205100

# Support services



## dSEA offices

As a dSEA student, you are encouraged to access the services available in our Department.

Whether you need information about your studies, international exchanges, internships or personal issues, you will find support at dSEA.

You can visit the different services during office hours, from Monday to Friday, from 10 to 12 or take an appointment via e-mail or phone.

They are all located at the fifth floor of the building in **via Ugo Bassi, 1**.

Further information at: <https://www.economia.unipd.it/en/services>



## China Desk

The University of Padova has a special Unit in charge of:

- supporting Chinese students before and during their stay
- developing all projects related to China
- welcoming Chinese delegations
- coordinating its Office in Guangzhou

The Office is located in via Venezia 16  
tel 049.8276788

e-mail address: [china.unipd@unipd.it](mailto:china.unipd@unipd.it)

## PSYCHOLOGICAL ASSISTANCE

Not happy with your study skills (and grades)?

Having difficulty managing your time and keep on top of your University tasks?

Being oversensitive is affecting your relationships or your University career?

Are you feeling too often excessively anxious, embarrassed, afraid or ashamed?

**The Psychological Assistance for Students Service** provides free of charge counselling sessions to all the students of the University of Padova.

This short or long-term psychological support aims to help students facing a range of issues affecting their ordinary life and studies at the University of Padova.

Staff will provide counselling and support in different languages.

**International students can book an appointment** by writing to [psychological.assistance@unipd.it](mailto:psychological.assistance@unipd.it)

## LIBRARIES AND STUDY ROOMS

Thanks to 29 libraries, the University offers an extremely wide range of volumes, magazines, e-books etc.

Students are free to use any University study and computer room, in addition to library reference rooms.

Further information at: <https://www.unipd.it/en/libraries-0>

Further information at: [www.unipd.it/en/multimedia-facilities](http://www.unipd.it/en/multimedia-facilities)







# Support services

## LANGUAGE COURSES

The **CLA (University Language Centre)** promotes the learning of modern foreign languages and Italian as a foreign language.

It organizes courses and features a media library.

It is also test center for internationally recognized certifications such as IELTS, CILS, TOEFL etc.

Further information at: <http://cla.unipd.it>

## BUDDY AND OTHER TUTORING SERVICES

The tutoring service supports students throughout their University career, starting from the very beginning (Buddy). Tutors help students to manage their study time.

The tutors are students enrolled in single or second cycle degrees, doctoral degrees or specialization degrees and they receive special training so that they can perform their role effectively.

Further information at: [www.unipd.it/en/buddy](http://www.unipd.it/en/buddy).

Further information for dSEA tutoring service at:  
<https://economia.unipd.it/en/services/tutoring-services>

## SPORT

The **Padova University Sports Centre (CUS)** offers many opportunities to take part in sports, competitive and amateur alike, at the two structures located in Via Giordano Bruno and Via Jacopo Corrado. In addition to services for payment, there are "no pay" activities for which the Centre makes its facilities available free of charge to users during set time slots, typically the track and field arena, 5-side football pitch, and tennis, volleyball, basketball and handball courts.

Further information at:  
<https://www.unipd.it/en/sport>



## WI-FI

Padova, just like a growing number of other cities around the world, has opened up a series of free Wi-Fi hotspots in the most beautiful and publicly accessible parts of the city.

Further information at:  
<https://www.unipd.it/servizi/risorse-line/wifi>

# Now you are a Master's Degree student



*"At dSEA Tutors and Staff are approachable and friendly,  
lecture times are good and  
work placements are brilliant.  
It has been a great experience so far!  
Padova is a really nice and friendly city"*

**Ali**

Entrepreneurship and Innovation Master's Degree student

## TIMETABLE

Before planning your days, check the lessons timetable at the following link:

[http://agendastudentiunipd.easystaff.it/?  
view=home&include=homepage&lang=en](http://agendastudentiunipd.easystaff.it/?view=home&include=homepage&lang=en)

## IDONEITA' (mandatory)



Always remember you have to complete the English idoneità within the first year.

Register and enroll for the exam at the beginning of first semester (<https://elearning.unipd.it/economia>).

If you pass the test, then you are not required to attend lessons and you can register your eligibility in the first useful exam session (January / February).

If you fail the test do not worry, you can follow the lessons and take the exam in the next regular sessions.

**WE DO SUGGEST TO CHECK THE DATES OF IDONEITA' BEFORE ARRIVING**



# Now you are a Master's Degree student

## CFU – ECTS

Italian Universities use the European Credit Transfer and Accumulation System (ECTS).

### 1 ECTS = 1 CFU

("credito formativo universitario") = 7 hours in class

1 academic year = 60

- CFU/ECTS Bachelor's degree programmes = 180 CFU/ECTS
- Master's degree programmes = 120 CFU/ECTS

Exams can be:

- **Mandatory:** they will be automatically selected by the system (Uniweb)
- **Electives:** 12 CFU you can choose both in dSEA and in other Departments at UniPd

Check the section "elective courses" for further information.

## STUDY PLAN

A study plan is a detailed overview of activities to be completed in order to achieve your degree. You must fill out your study plan in Uniweb (on-line portal for students) after the enrollment.

There are two types of study plan:

1. Automatic approval: that can be filled in or modified from October to July.
2. Proposed - CCS approval: this can only be filled in or modified in specific time windows.

# Now you are a Master's Degree student

**Elective courses** can be included in the study plan from the beginning or even later, if they will not be attended during the first year; in this case you can skip the related rule of choice ("Skip rule" button).

The study plan can be confirmed anyway. Only in the last year of the course, the rule for electives becomes mandatory in order to confirm and save your plan. Usually free choice activities are carried out in the last year of the course, but they can be anticipated in previous years.

## Rules:

Electives can be selected from the educational activities offered by the University during the current academic year, provided they meet the following requirements:

- the type of course must be "basic", "characterizing" or "similar"
- the scientific disciplinary sector must be defined (for example "SECS-P /07", "IUS / 12", activities with the missing SSD are not accepted)
- the mark must be expressed in thirtieths (you cannot therefore enter language idoneità, internships or other activities)
- the activity must not represent a total or partial reiteration of contents already included in your's academic career.

Check the "elective courses" session for further information.

Students of undergraduate courses can only choose within activities offered by bachelors, students of post-graduate courses (enrolled from 2017/18 onwards) can only choose activities offered by master's degree or single-cycle degree courses.

Take note that **not all Departments** allow students enrolled in other degree programs to include their courses in the plan as "free activities"; Uniweb automatically filters all the non-selectable courses guaranteeing the student a correct choice.

For additional information, please contact: [didattica.economia@unipd.it](mailto:didattica.economia@unipd.it)

# Now you are a Master's Degree student



We suggest you to fill in the study plan **at the beginning of the academic year** in order to be able to register for exams: it can then be modified until you submit the registration for final thesis discussion.

**Business Administration, Entrepreneurship and Innovation, Economics and Finance** courses usually consider the “automatic approval” plan that can be modified anytime between October and July.

Only for Business Administration and Economics and Finance you need to choose the curriculum before filling in the study plan.

Educational offer can be found at the following link: [www.didattica.unipd.it](http://www.didattica.unipd.it)



## TEACHING MATERIAL (MOODLE PORTAL)

Download the course program, teaching materials, case studies, exercises, articles, resources and many other important document from Moodle portal:

<https://elearning.unipd.it/economia>

You will receive the credentials at the time of enrollment, together with the email address and the credentials for Uniweb.

You can also use the Didactics portal to identify, for each lesson of interest, details such as: professor, language of instruction, CFU weight, prerequisites, course content, reference texts.

# Now you are a Master's Degree student

## PROFESSORS

Contact Professor via email or fix an appointment during office hours if you have doubts or questions about the lesson held.

For office hours and additional information about the faculty, please check the following link:

<https://www.economia.unipd.it/en/category/ruoli/faculty>

You can access the cards of the Professors and their contact details from **Moodle** as well.

## LOCATION OF TEACHING CLASSROOMS

### Teaching Classrooms - via Ugo Bassi, 1:

Rooms 12 e 14, 1st floor  
Computer laboratories, 2nd floor  
Rooms 32 e 34, 3rd floor  
Rooms 42, 43, 44, 45, 46, 4th floor

### Teaching Classrooms - via Ugo Bassi, 2 (Complesso didattico Piovego):

Rooms A, B, E, I

### Library Ca' Borin - via del Santo, 22



Click at the following link for locating your classrooms:

[https://www.economia.unipd.it/sites/economia.unipd.it/files/map  
pa%20sedi\\_3.pdf](https://www.economia.unipd.it/sites/economia.unipd.it/files/map_pa%20sedi_3.pdf)



Google Maps (via Bassi, n.1 e via Bassi, n.2):

<https://goo.gl/maps/rmMHLivWX6r11bv6A>

# Now you are a Master's Degree student

## EXAMS ENROLLMENT

As previously mentioned, you need to enroll for an exam: it is not automatic! You might choose to take an exam in the second semester session even if its lessons took place in the first semester.

First semester starts in October and closes in January; second semester starts around end of February / beginning of March and ends in the middle of June.

For all dSEA courses, four annual rounds are provided within the sessions defined by the academic calendar.

For instance, for taking an exam of a course held in the first semester, you will have the following possibilities during the academic year:

1st semester course			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Oct	Nov	Dec	Exam (2 rounds)					Exam (1 round)		Exam (1 round)	

You can try the same exam once per round; if the mark is not the one you expected, you can improve it giving the exam again.

Once you decide to accept it, this will go into your libretto (online record of your exams' mark).

# Now you are a Master's Degree student

## EXAM RESULTS

The Professors publish the results of the exam on Uniweb.

As they publish the results, you will receive an e-mail with your grade and some rules.

At a specific area of the Uniweb, you have 7 days for:

- Checking the results
- Rejecting the result (irreversible!)

Be careful: the general rule is **SILENT CONSENT**.

If after 7 days you DO NOT reject (explicitly) the grade, then it will be automatically considered as tacit acceptance.

Eventually, the grade will enter in your "libretto".

Always remember that **you need 30 CFU total** and to have passed **English idoneità** in order to access the second year exams.



## THE REGISTRATION

Lists close few days before the exam date.

Check the website for details and deadlines once the dates are published.

For deactivated courses, please contact [didattica.economia@unipd.it](mailto:didattica.economia@unipd.it) providing your matriculation number in order for them to open the correct list in Uniweb.

Each student has the right, for deactivated courses in his / her study plan, to obtain a minimum of 3 annual rounds.

Do not plan all exams in one session! For more suggestions, you can contact our tutor junior who are students like you.

Their email address is: [tutor.economia@unipd.it](mailto:tutor.economia@unipd.it)



# Now you are a Master's Degree student

## FINAL THESIS

The final dissertation, which the student is expected to develop under the supervision of a faculty member, has to be structured as a scientific publication.

The dissertation can cover a great variety of topics using different methodologies such as case studies, statistical analysis on database and surveys.

The assessment of the dissertation by the panel of referees takes into consideration the student ability to select the proper theoretical framework and the right methodology.

The final exam consists of developing a thesis under the guidance of a supervisor, including:

- An accurate description of the chosen theme;
- Bibliographic research;
- Critical review of relevant literature;
- Application of theoretical knowledge and / or techniques of empirical analysis.

For time procedures and timelines, please check the following page and choose your course:

[https://economia.unipd.it/sites/economia.unipd.it/files/MasterThesisGuidelines\\_2020\\_0.ppsx](https://economia.unipd.it/sites/economia.unipd.it/files/MasterThesisGuidelines_2020_0.ppsx)

The discussion of graduate thesis can be moved up for students admitted to doctorate research who have already submitted their application online.

# Now you are a Master's Degree student

## CHOOSING A TOPIC FOR GRADUATE THESIS

Every year, Professors involved in the Master Degree Courses of the Department propose different thesis topics (at least 5 different topics without any restriction on the number of theses for each topic).

The list of topics will be published on the Intranet.

The student chooses the topic and the possible Supervisor of his thesis exclusively through the Department website, following these steps:

- Starting from a precise date, which will be communicated by the Department, students enrolled in the second year of the Master Degree Program, can proceed with the selection of the topic only after having matured a certain number of credits (to be checked on the related year regulation).
- The student self-certifies the fulfillment of this requirement before selecting the topic of the thesis.

For guidelines [\*\*click here\*\*](#)



*"At dSEA teachers are professionals  
This makes it like being already in the  
business world...and I like it a lot!  
Moreover, you can experience an internship  
period with a multinational Italian company  
if you wish and that is amazing!!"*

**Mohamad**  
Economics and Finance Master's Degree student

# Now you are a Master's Degree student

## EIGHT IMPORTANT STEPS

### 1. Before applying for graduation

Please check your study plan.

Once graduate application on Uniweb is completed, study plan **cannot** be modified.

Graduates are therefore required to check, before proceeding with the application, that their study plan is in "Approved" status and that it is completed.



**Remember that you need at least 80 credits in order to apply for graduation on the portal.**

### 2. Submitting Diploma attainment on Uniweb

Graduate application (on-line procedure, previously approved by the supervisor, necessary for closing the students' career and thesis discussion) must be submitted on Uniweb.

Please check the following page:

<https://www.unipd.it/sites/unipd.it/files/2018/DIPLOMA%20ATTAINMENT%20APPLICATION.pdf>

### 3. Registration of credits on Uniweb

All credits must be registered on Uniweb. You can find the related deadlines in the website.

# Now you are a Master's Degree student

## 4. Submitting documents at the didactics office

Students should submit certain documents using the new on-line Moodle procedure.

The new procedure is available at the portal:

**<http://elearning.unipd.it/economia> > Student services > Didactics services** (login with SSO credentials, the same used for Uniweb and for University mail). On the same page, the student can find the downloadable forms and the instructions for the upload.

For any clarifications, please contact: [didattica.economia@unipd.it](mailto:didattica.economia@unipd.it)



**Check the required documents with the didactics office writing to the above mentioned email address.**

## 5. Submitting thesis hard copy and on-line upload

The thesis (a copy, glue binding in light cardboard, no spiral binding or other formats that allow the removal or replacement of sheets), signed by the thesis Supervisor on the title page, must be delivered to the didactics office in Via Bassi 1, 5th floor.

Use the **title page A**..... if the thesis Supervisor is a structured professor of the University of Padova belonging to the Department of Economics and management, or if he is an unstructured professor of the university.

Use the **title page B**..... if the thesis Supervisor is a structured lecturer of the University of Padua but does NOT belong to the Department of Economics and management. Insert then, in addition to the Department of Economics and management "Marco Fanno", also the Department of origin of the thesis supervisor.

- To check the Supervisor's Department go to <http://didattica.unipd.it/>
- The student must proceed with the upload of the thesis following the online procedure, whose access is available from this page <http://www.economia.unipd.it/accesso-aree-riservate>

## **6. Submitting thesis hard copy to thesis supervisor and co-examiner**

The student is also required to deliver a hard copy to the thesis Supervisor and the co-examiner.

Students are invited to promptly contact the co-examiner and make an appointment before the final exam.

If the co-examiner is unable to personally collect a copy of the document, the student must send a copy of the thesis in pdf format by email.

The hard copy delivered to the didactics office will be presented to the graduation committee during the discussion and will then be filed in the student archive at the Students Office.

## **7. PowerPoint presentation**

Graduates who intend to use a PowerPoint presentation during their thesis discussion will have to save it in a USB pen drive and bring it with them the day of discussion.

## **8. Book return**

Students are recommended to return all the books borrowed from the library of Economics and Management before the commencement of graduation sessions.

# Now you are a Master's Degree student

## FINAL GRADE

The final Grade is expressed out of one hundred and ten (110) and consists on the sum of:

- a) The weighted average of exam grades referred to in Article 4 of the Degree Program Regulations weighed with the relative credits and reported to a hundred tenths (110)
- b) The increase / decrease of the final grade, also expressed out of one hundred and ten (110), obtained in the final examination (thesis).

The maximum score attributable to the final dissertation paper goes from Sufficient to Excellent.

In awarding honors, the Graduation Commission must take into account the student's entire career and the quality of the graduate thesis.

A student can be awarded with honors for his thesis.

If the thesis is written in English, it must always contain a summary (abstract) in Italian.



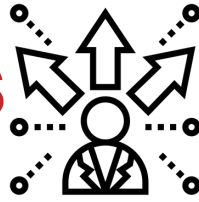
*"I am very happy with the international environment and with the variety and level of courses. There are many opportunities such as events with senior managers and economists, guest speakers from successful companies and laboratories to improve your skills"*

**Elizabeth**

Economics and Finance Master's Degree student



# Opportunities



*"The opportunities offered to dSEA students are so many that you can enrich your CV only taking part to half of them: career counseling service, events with professionals sharing their experiences, speed interviews with companies and many other!"*

**Zhou Xiang**

Business Administration Master's Degree student

It is plenty of personal and professional development opportunities at dSEA!  
Just to mention some:

## MEET YOUR FUTURE

Alumni and professionals graduated in Economics at dSEA, talk about their experience from University to the business world, sharing the difficulties encountered and the goals achieved.

The program includes workshops dedicated to the development of soft skills and job interviews with important local companies.

## #LIVECAREER

A storytelling held by Alumni of Economics Department, covering all professions ranging from marketing, banking or operations and many others. A first hand glance into the different career paths that await you!

## GUEST SPEAKERS

A long list of guests during or outside lessons sharing their experiences and tips.

## MENTOR&ME

Mentoring project that aims to support students thanks to a network of graduates and professionals in the world of business.

Mentors are managers and professionals of different areas of business

Further information at: <https://www.mentoring-unipd.it/>

# Communication and Social



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channel dSEA Unipd

**[www.economia.unipd.it](http://www.economia.unipd.it)**

# Checklist



Please use the following checklist to make sure you have made all necessary arrangements to start your studies at dSEA.

1.	Received an unconditional offer from the welcome unit	✓
2.	Accepted your offer and made payment for pre enrollment	✓
3.	VISA	✓
4.	Checked if you are eligible for scholarships	✓
5.	Completed your online enrollment and paid first installment (if necessary)	✓
6.	Received your username and password and enabled email account	✓
7.	Checked your lessons timetable	✓
8.	Registered for idoneità (English language) and checked the dates of exam	✓
9.	Attended Orientation activities	✓
10.	Completed your study plan at the beginning of academic year	✓



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# Welcome at dSEA



2020 Updated Edition