dSEA STARTING GUIDE

MASTER'S DEGREE STUDENTS

A.Y. 2025/2026

Orientation and Tutoring Service

Department of Economics and Management
'Marco Fanno'

WELCOME TO dSEA!

The **Department of Economics and Management** (dSEA) welcomes you and wishes you a good start of your **Master Degree course**!

In this guide you will find all the practical information you need to make the best of your university career.

dSEA
Dipartimento di Scienze Economiche e Aziendali Marco Fanno
Università degli Studi di Padova
EQUIS ACCREDITED

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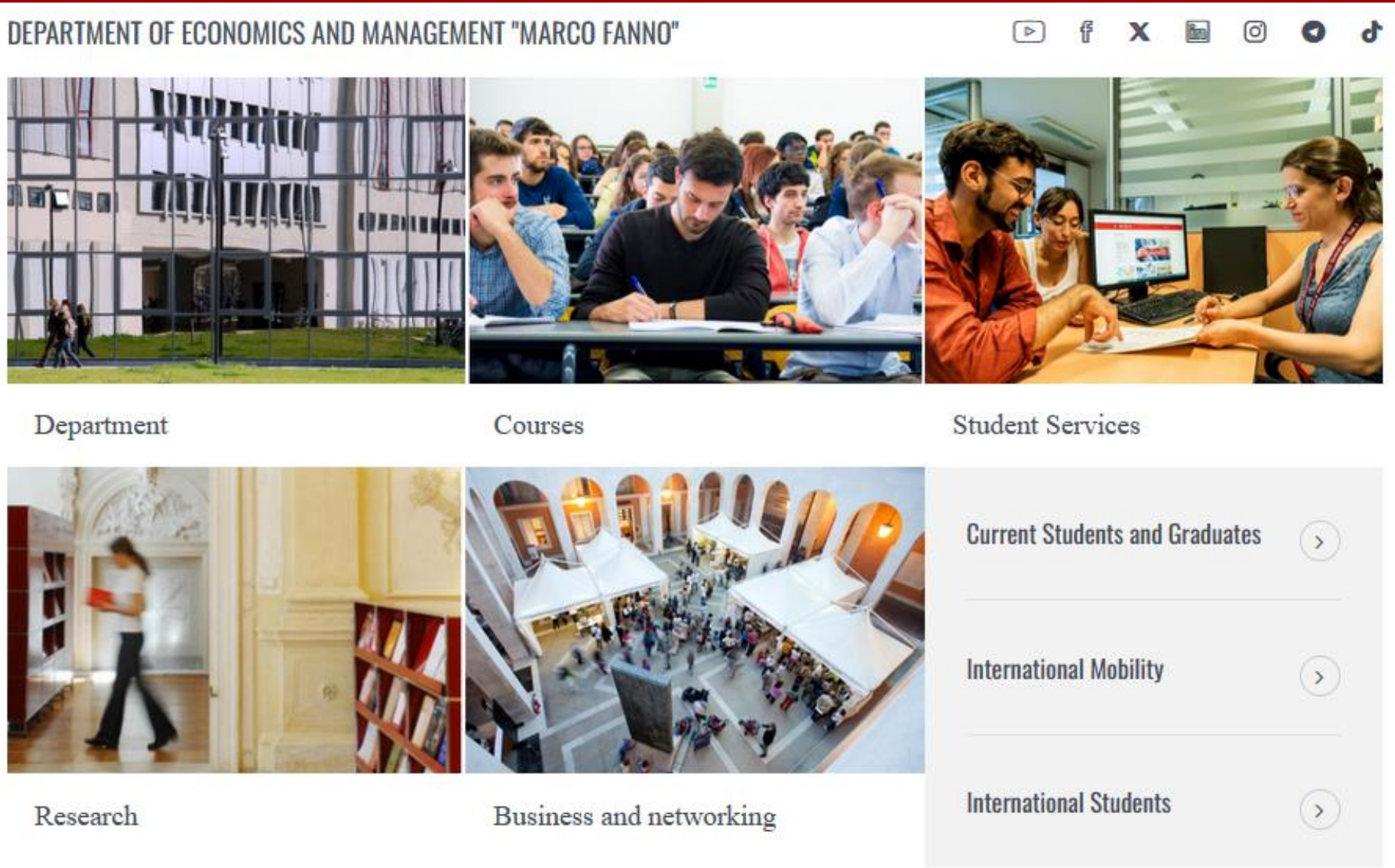
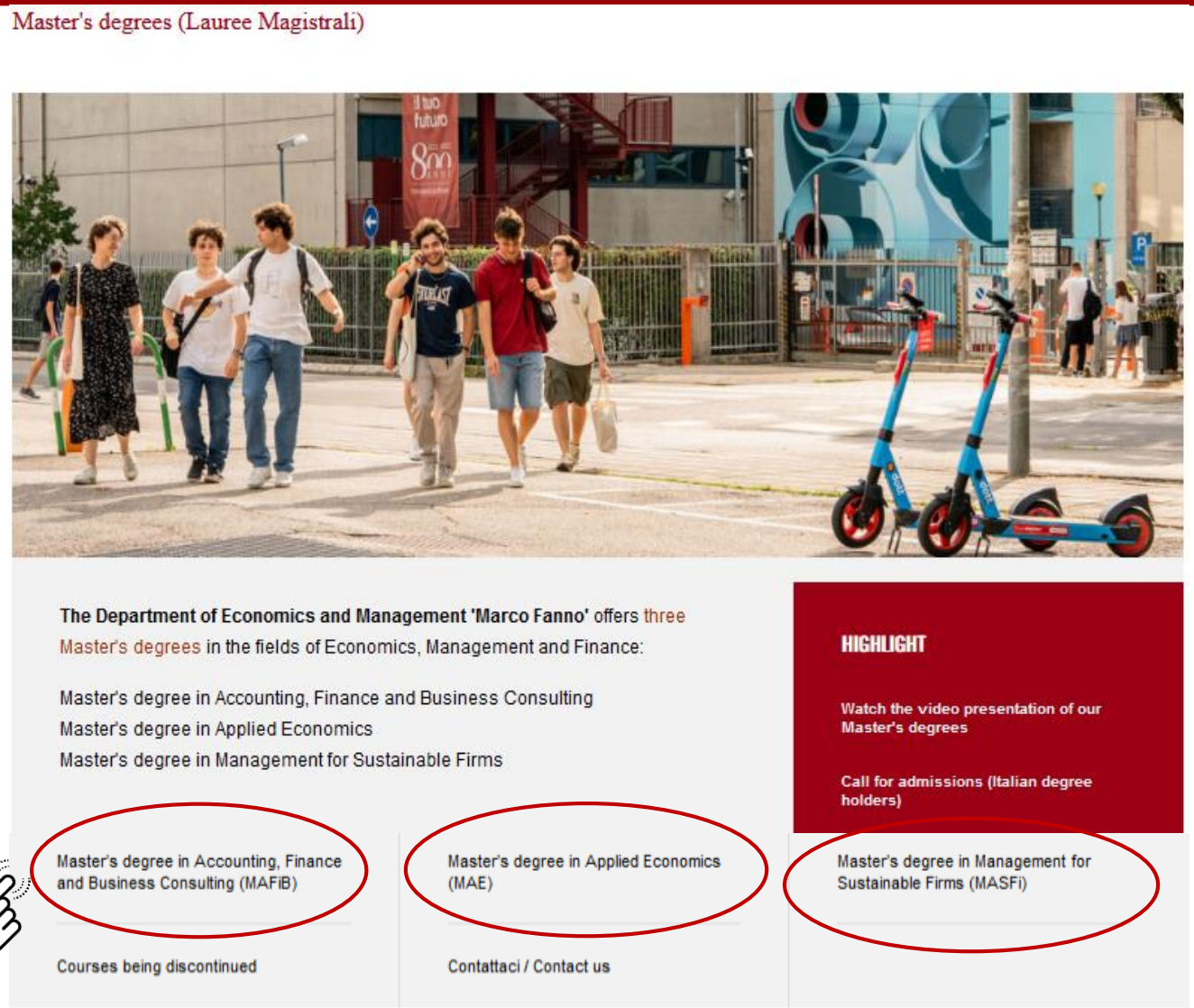
WHERE TO FIND ALL INFORMATION: dSEA WEBSITE



ALL INFORMATION ABOUT **COURSES**

Courses

- **Accounting Finance and Business Consulting (MAFiB)**
- **Applied Economics (MAE)**
- **Management for Sustainable Firms (MASFi)**



STUDY PLAN

www.economia.unipd.it/en → Current Students and Graduates

The **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** (online platform for students) after enrollment.

FILL OUT THE STUDY PLAN IS COMPULSORY FOR ALL STUDENTS!

if the study plan is not filled out, it is not possible enrolling for exams!

Check on the dedicated page the rules, timeline and deadlines of compilation

Moodle Platform	Exams and Assessment	How to graduate
Course timetables	AgendaWeb	OrariUniPD App
Plan your studies – Study plan ("Piano di studio")	Video tutorials	

STUDY PLAN

www.economia.unipd.it/en > courses > Master's Degrees

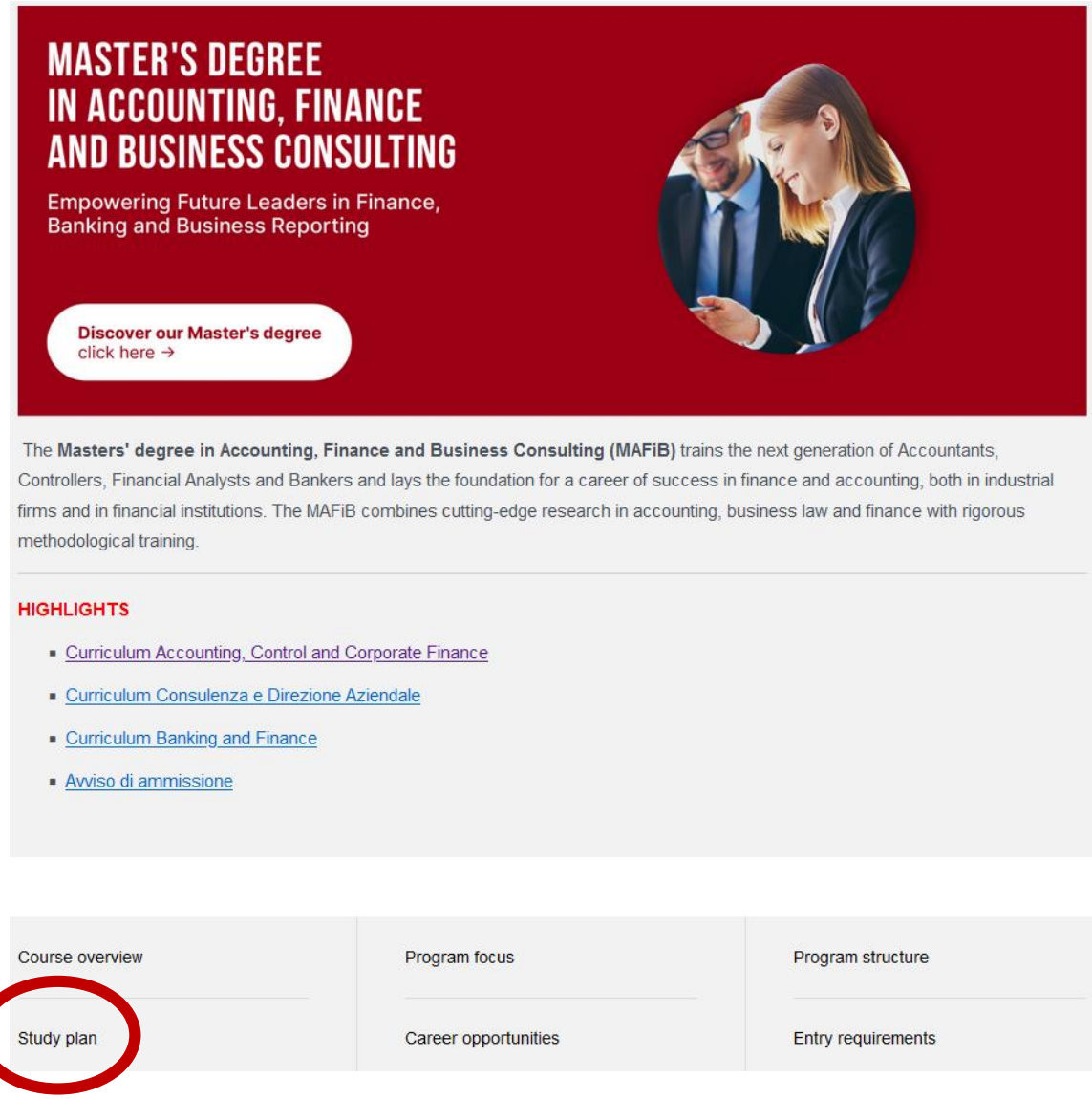
On the page of each Master's degree course, are available detailed information about the relevant study plan.

The reference Service for information about filling the study plan is the **Teaching Office**.

You can contact the office by writing to:
didattica.economia@unipd.it

"FILL OUT YOUR STUDY PLAN"

Informative meeting to help 1st year Master's Degree students to fill out their study plan – In November



EXAMS AND ASSESSMENT

There are **n. 4 exam dates** scheduled for each dSEA course, during the Academic Year:

n. 2 dates in the exam session at the end of the lecture period and n. 1 date for each following two sessions.

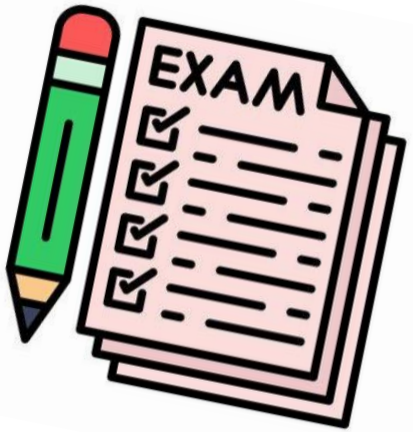
You need to enrol for an exam: it is not automatic!

All information about exam sessions are available on the WEBSITE:

www.economia.unipd.it/en > Current Students and Graduates > Exam and Assesment

Check details about:

- **The registration process**
- **The enrolment lists**
- **Acceptance / refusal of grades**



MOODLE

Moodle SESP

https://sesp.elearning.unipd.it/

Online teaching tool:

- Teaching material
- News from professors

Enrol to course units to access the material and keep up-to-date!

SSO (Single Sign On) credentials are needed to access Moodle!

Moodle is an e-learning platform used by the University of Padua.

It is a tool that **supports traditional classroom** teaching and allows teaching staff to publish and make lecture material accessible to students, publish course and lecture information, give assignments, exercises, tests and more.

Moodle platform can be accessed through **Single Sign On**, which allows students to log in by using the same credentials for their email box.

WATCH THE VIDEO TUTORIAL!

UNIWEB

The **Uniweb** information system allows you to access information on your course of study and directly **manage your university career**, such as registering for examinations, applying for financial benefits and certifications, applying for graduation, through to applying for a degree.

SSO (Single Sign On) credentials are needed to access Uniweb!

https://uniweb.unipd.it

Online portal for information about:

- Your study plan
- Enrolment list for your exams
- Your booklet
- Fees
- Certificates

Find HERE Uniweb user handbooks

WATCH THE VIDEO TUTORIAL!

TEACHING ACTIVITIES

CLASSES STARTS ON: **Monday, 29th September 2025**

WHERE: **Torre C3 - via Ugo Bassi, 1**
Complesso Didattico Piovego - via Ugo Bassi, 2
Complesso Vallisneri, via Giuseppe Colombo 3

- Find all information and all details on the **dedicated page**:
  Currents Student and Graduates > Course timetables
- **Lessons timetables are available in AgendaWEB**
- Lessons are held in presence

To check lesson timetable you can also use the OrariUniPD App

In **AgendaWEB**, it is possible to consult lessons timetable, searching by teaching or Professor, and the occupancy of lecture rooms at the various university sites.

STUDENT SERVICES

ORIENTATION AND TUTORING SERVICE

The **Orientation Service** offers support to all students interested in the educational offer of the Department. The main activity of this Service is to provide information and support to perspective students in decision making process.

The **Tutoring Service** helps students develop an autonomous and conscientious study program and offers tools to improve work organization, by optimizing time management when preparing for exams. The Service also supports students who are facing situations of uneasiness or distress, that may affect the academic results and his quality of life.

email:
orientamento.economia@unipd.it

INTERNATIONAL DESK

The **International Desk** offers specific support to **international students** who are looking for information about the Department's educational offers and services, provides assistance on pre-enrolment and enrolment procedures, verification of entry requirements and qualifications.

International students can refer to this Service for questions about scholarships, fee-waivers, and recognition of foreign qualifications.

email:
internationalstudents.economia@unipd.it

TEACHING OFFICE

The **Teaching Office** is in charge of the organisational and administrative aspects of all the courses offered by the Department.

The staff supports students in the administrative procedures related to the university career, such as: educational offer (both Bachelor's and Master's Degree courses), course timetables, study plans, exams and assessment, graduation sessions, classrooms booking.

email:
didattica.economia@unipd.it

STAGE AND PLACEMENT

The **Stage & Placement Service** offers support to all students of the Department in the activation of internships and in all related procedures.

The Service also offers a series of opportunities focused on training and professional orientation, such as individual consultancy and sharing of professional networks.

email:
stage.economia@unipd.it

INTERNATIONAL MOBILITY SERVICE

The **International Mobility Service** supports all students of the Department who choose to join international mobility programmes, such as Erasmus+, International Summer Programmes, Double Degree programme and Ulisse programme.

The Service also welcomes and supports incoming students from other foreign Universities, who have chosen to carry out a mobility period at our Department.

email:
international.economia@unipd.it

STUDENT SERVICES: MORE INFORMATION

CLICK ON THE SERVICE YOU NEED!

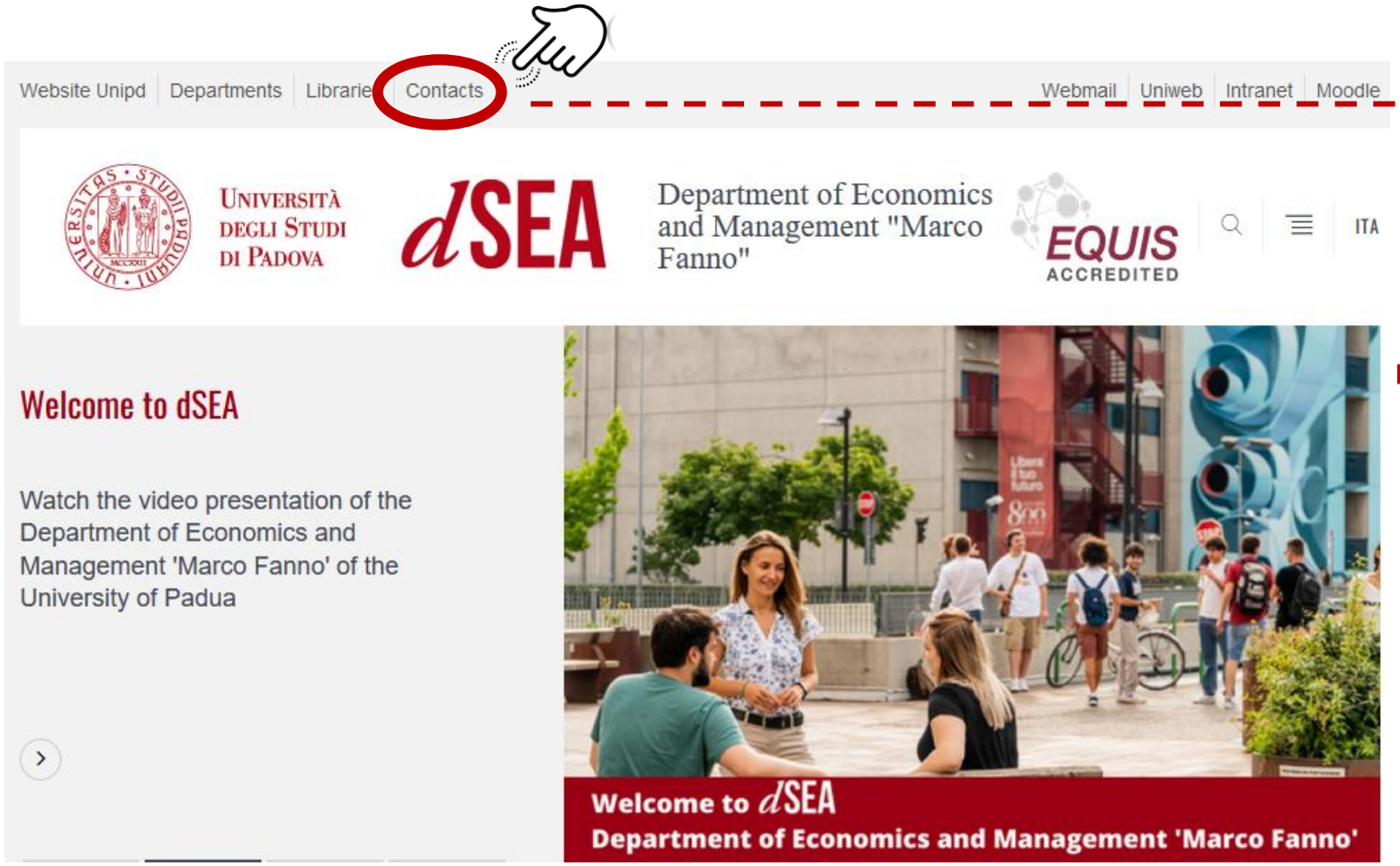
Student Services

Home Student Services

- Teaching Office
- International Mobility Service
- International Desk (Degree Seekers)
- Virtual Laboratory VLEM
- Orientation Service
- Tutoring Service
- Study Spaces
- Stage & Placement
- Career Coaching
- Software available

STUDENT SERVICES: HOW TO CONTACT THEM

SERVICES RECEIVE ONLY BY APPOINTMENT!



TO BOOK AN APPOINTMENT WITH dSEA SERVICES

WHEN WRITING AN EMAIL

- **Always use the e-mail address** firstname.lastname@studenti.unipd.it

- **Always including in the e-mail:**
  - **Name**
  - **Surname**
  - **Matricola number**
  - **Study course**
  - **Clearly state the reason for your contact**

POST-GRADUATE OPPORTUNITIES

The Department of Economics and Management also offers a wide range of **post-graduate** education, such as:

- **Ph.D. programme**
- **Professional Master's Degrees**

Check all information on each **dedicated page** on our website.

dSEA PLACES

CLASSROOMS

- Torre C3 - Via Ugo Bassi, 1
- Complesso Didattico Piovego - Via Ugo Bassi,
- Complesso Vallisneri, via Giuseppe Colombo 3

LIBRARY

- Via del Santo, 22 (Palazzo Ca' Borin)

STUDY ROOMS

- Via Ugo Bassi, 1 – 2nd and 4th floor

FACULTY OFFICES

- Via del Santo, 22 and 33

COMPUTER LAB (LEM)

- Via Ugo Bassi, 1 – 2nd floor

STUDENT SERVICES

- Torre C3 - Via Ugo Bassi, 1 – 5th floor

STUDENT SUPPORT

TUTOR DESK

Our **dSEA Tutors** are on hand in-person to provide valuable support to all Master's Degrees students!

Tutor Desk opening hours:

Every Monday, from 12.30 to 14.30 pm

Where: 2nd Floor, via Bassi 1

No prior booking is needed, feel free to drop by and receive the help you need!

Who are tutors?

Tutors are students enrolled in dSEA Master's Degree courses who support those taking their first steps within the Department and who **will accompany you throughout your academic career**.

email: tutor.economia@unipd.it

WI-FI, SOFTWARE and LICENCES

The University of Padua has provided **WI-FI** coverage of its spaces through the **Eduroam network**.

Configuration instructions are available on the **dedicated page**.

Further information are available here

For assistance, please contact the University Call Centre

MICROSOFT OFFICE 365

For University of Padua students is available free of charge **Microsoft 365 license**.

Licence is available as long as you are a UniPD student.

The Department offers to its students the possibility of using some **SPECIFIC SOFTWARE** for mathematical analysis and calculation, through access to remote workstations of the **dSEA Virtual Laboratory of Economics and Management** (**VLEM**).

The following software is available:
MatLab, Python, R, SPSS, Stata

Access to the programmes is possible after booking virtual workstations.

For any problems with accessing or using software and Databases, please contact informatica.economia@unipd.it

LET'S KEEP IN TOUCH!

@DSEA - Dipartimento di Scienze Economiche e Aziendali Unipd

@dsea_unipd

@dsea_unipd

@Dipartimento di Scienze Economiche e Aziendali – Università di Padova

@dsea_unipd

@Info dSEA Unipd

@dsea.unipd

DON'T FORGET TO CHECK YOUR **EMAIL BOX** REGULARLY AND FOLLOW US ON OUR **SOCIAL CHANNELS** TO STAY UPDATED ON ALL THE DEPARTMENT'S INITIATIVES!

FOR FURTHER SUPPORT

ORIENTATION AND TUTORING SERVICE

orientamento.economia@unipd.it

tutor.economia@unipd.it