

dSEA STARTING GUIDE

MASTER'S DEGREE STUDENTS

A.Y. 2024/2025

Orientation and Tutoring Service

Department of Economics and Management
'Marco Fanno'

dSEA

DIPARTIMENTO DI SCIENZE
ECONOMICHE E AZIENDALI
'MARCO FANNO'



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

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.



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WHERE TO FIND ALL INFORMATION: [dSEA WEBSITE](#)

DEPARTMENT OF ECONOMICS AND MANAGEMENT "MARCO FANNO"



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Department



Courses



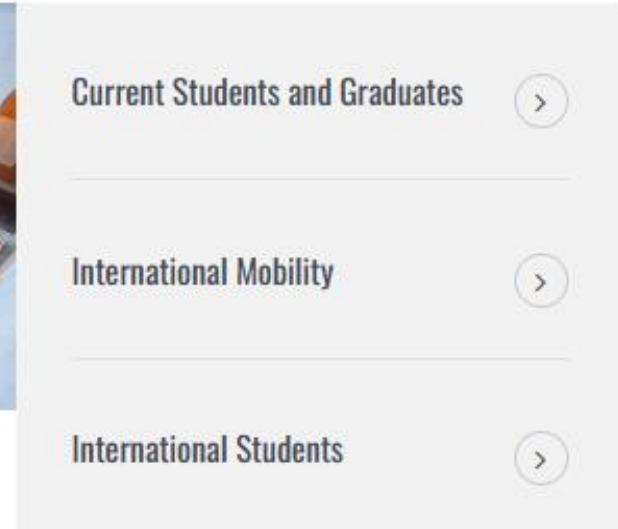
Student Services



Research



Business and networking



ALL INFORMATION ABOUT COURSES



dSEA



Courses

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

Master's degrees (Lauree Magistrali)



The Department of Economics and Management 'Marco Fanno' offers three Master's degrees in the fields of Economics, Management and Finance:

- Master's degree in Accounting, Finance and Business Consulting
- Master's degree in Applied Economics
- Master's degree in Management for Sustainable Firms

Master's degree in Accounting, Finance and Business Consulting (MAFiB)

Courses being discontinued

Master's degree in Applied Economics (MAE)

Contattaci / Contact us

HIGHLIGHT

Watch the video presentation of our Master's degrees

Call for admissions (Italian degree holders)

Master's degree in 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



dSEA

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.

NOVEMBER 2024



Check your email box, we will soon let you know the date of the meeting!

MASTER'S DEGREE IN ACCOUNTING, FINANCE AND BUSINESS CONSULTING

Empowering Future Leaders in Finance,
Banking and Business Reporting



Discover our Master's degree
click here →

The Masters' degree in Accounting, Finance and Business Consulting (MAFiB) trains the next generation of Accountants, Controllers, Financial Analysts and Bankers and lays the foundation for a career of success in finance and accounting, both in industrial firms and in financial institutions. The MAFiB combines cutting-edge research in accounting, business law and finance with rigorous methodological training.

HIGHLIGHTS

- [Curriculum Accounting, Control and Corporate Finance](#)
- [Curriculum Consulenza e Direzione Aziendale](#)
- [Curriculum Banking and Finance](#)
- [Avviso di ammissione](#)

Course overview

Program focus

Program structure

Study plan

Career opportunities

Entry requirements

EXAMS AND ASSESSMENT



dSEA

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!

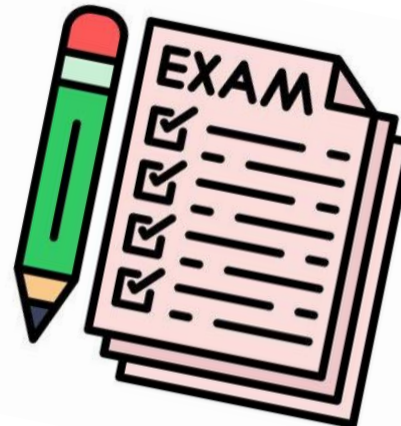


All information about exam sessions are available on the [WEBSITE](#):

www.economia.unipd.it/en > [Current Students and Graduates](#) > [Exam and Assessment](#)

[Check details](#) about:

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



MOODLE



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Academic Year 2024/2025
Master's Degrees

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!

WATCH THE [VIDEO TUTORIAL!](#)




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.





 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.



<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



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

WATCH THE [VIDEO TUTORIAL!](#)



TEACHING ACTIVITIES



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Master's Degrees



CLASSES STARTS ON: Monday, 30th September 2024

WHERE: Torre C3 - [via Ugo Bassi, 1](#)
Complesso Didattico Piovego - [via Ugo Bassi, 2](#)
Pavilion 14 PadovaFiere - [via C. Goldoni](#)

- 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



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Academic Year 2024/2025
Master's Degrees

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

STUDENT SERVICES: HOW TO CONTACT THEM



SERVICES RECEIVE ONLY BY APPOINTMENT!



TO BOOK AN APPOINTMENT WITH dSEA SERVICES

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Department of Economics
and Management "Marco
Fanno"



ITA

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

Welcome to dSEA

Watch the video presentation of the Department of Economics and Management 'Marco Fanno' of the University of Padua



Welcome to **dSEA**
Department of Economics and Management 'Marco Fanno'

POST-GRADUATE OPPORTUNITIES



dSEA

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



dSEA

CLASSROOMS

- Torre C3 - Via Ugo Bassi, 1
- Complesso Didattico Piovego - Via Ugo Bassi, 2
- Padova Hall- Pavilion 14



STUDY ROOMS

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



COMPUTER LAB (LEM)

- Via Ugo Bassi, 1 – 2nd floor



LIBRARY

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



FACULTY OFFICES

- Via del Santo, 22 and 33



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 3.30 to 5.30 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



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WI-FI, SOFTWARE and LICENCES



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Academic Year 2024/2025
Master's Degrees



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!



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Academic Year 2024/2025
Master's Degrees



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[@Dipartimento di Scienze Economiche e Aziendali – Università di Padova](#)



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[@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

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This guide is also available on:

Moodle > dSEA > Student Area > Orientation and Tutoring > Tutoring Service

Moodle SESP

