



Student Guide -How to compile the study plan

Department of Civil, Environmental and Architectural Engineering (DICEA)

Master degree in Mathematical Engineering

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Introduction

This study guide was created to support students in filling in their study plan via the Uniweb platform. The following guide is divided into different sections, explaining each step to complete the procedure. Please note that the procedure to compile the study plan opens *in late October and closes on the 30th September each year (end of academic year)*. Once the student registers for graduation, the study plan cannot be further modified. Keep in mind to check the study plan before following the procedure to sign up for graduation.

The Master degree in Mathematical Engineering contains two study tracks:

- Mathematical Modelling for Engineering and Science
- Financial Engineering

Please be aware that this guide is for students of the study track "Mathematical Modelling for Engineering and Science" to demonstrate the procedure for students to fill in the study plan. Students can follow the procedure for the first year of their studies.

It is essential to compile the study plan to sign up for exams. The exam sessions available can be found on the Uniweb platform, clicking on **Home → Exam sessions.** Only exams which are included in your study plan will be shown in the "Exam sessions" section. An overview of the exams already undertaken can be viewed in the exam booklet, by clicking on **Home → Booklet.**

In addition, please note that in the Italian University systems, credits are indicated as **CFU** (**crediti formativi universitari**).

1. Log-in to Uniweb

As a first step, the student has to access the Uniweb platform https://uniweb.unipd.it/Root.do. In the right corner, on the "Menu" button, the student can change the language to English and access the platform via the SSO portal.



AVVISI

MyUnipd si rinnova!

La app obsoleta cesserà di funzionare a fine maggio 2023.

Se hai installato MyUnipd dopo dicembre 2022 mantieni questa versione, altrimenti scarica la nuova! https://www.unipd.it/news/myunipd-si-rinnova

Coronavirus

La didattica, gli esami e le prove finali di laurea sono organizzate secondo quanto stabilito dalle strutture didattiche di riferimento nel rispetto delle linee di indirizzo di Ateneo e dei protocolli per l'emergenza COVID-19.

Per ulteriori comunicazioni si rinvia a https://www.unipd.it/coronavirus-didattica

Scarica subito l'app OrariUniPD!

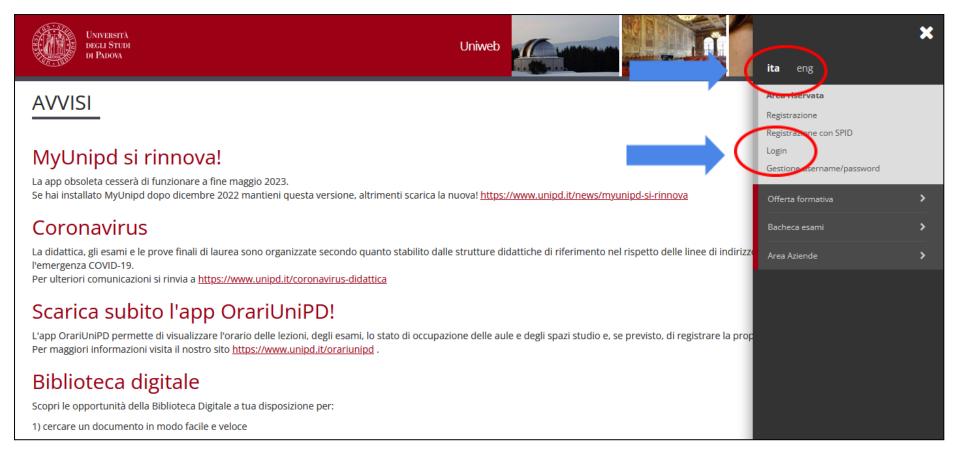
L'app OrariUniPD permette di visualizzare l'orario delle lezioni, degli esami, lo stato di occupazione delle aule e degli spazi studio e, se previsto, di registrare la propria presenza a lezione. Per maggiori informazioni visita il nostro sito https://www.unipd.it/orariunipd.

Biblioteca digitale

Scopri le opportunità della Biblioteca Digitale a tua disposizione per:

1) cercare un documento in modo facile e veloce

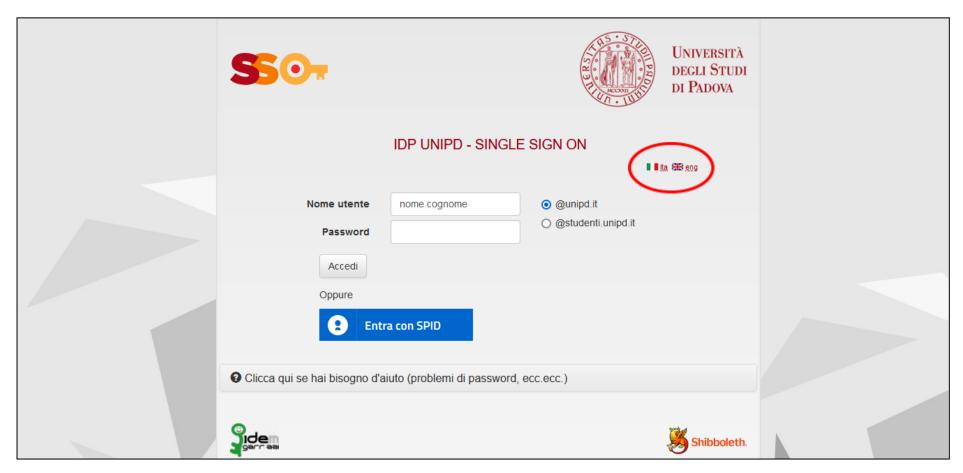
Step 1 Access the Uniweb webpage



Step 2 Click on the Menu of the Uniweb page and on "Login"

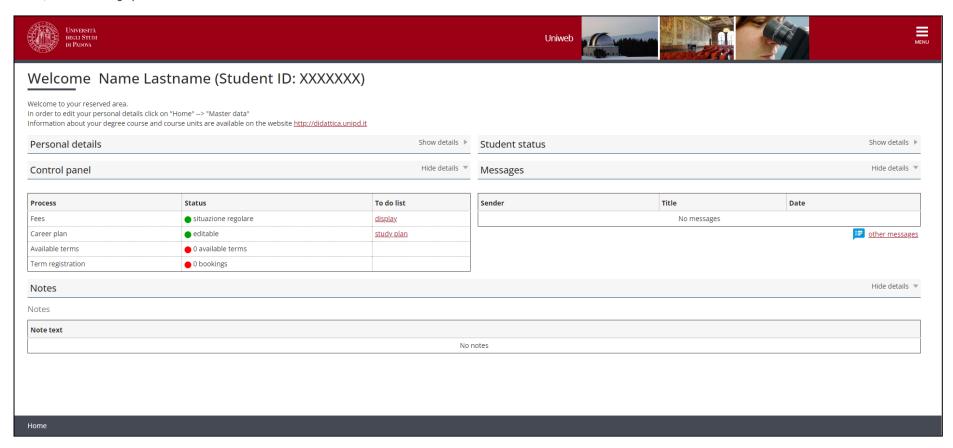
Click on "Login" to be directed to the Single Sign On (SSO).

On the web page for the Single Sign On, if you wish to change the language, click on the icons on the upper right hand corner. Then proceed by entering the University credentials: "name.lastname" and select "@studenti.unipd.it". Enter the password and click "Login" to connect to the Uniweb account.



Step 3 Log in with the SSO to the Uniweb account

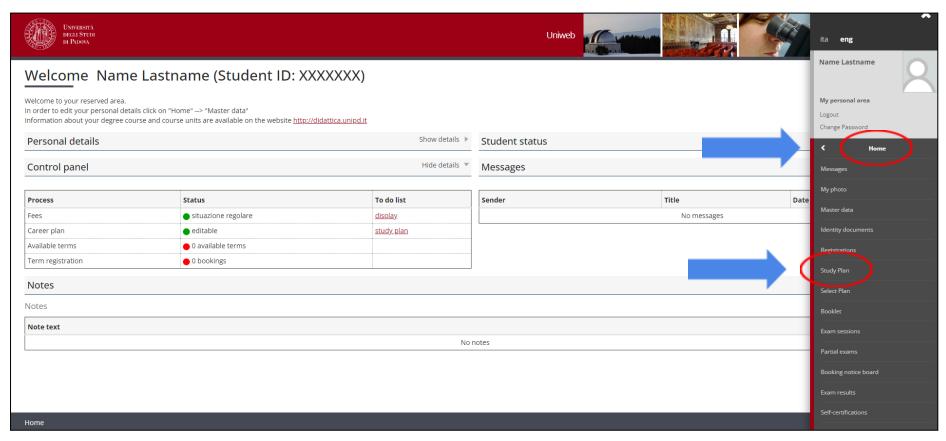
The home page of the Uniweb profile shows an overview of the student's academic career, the status of the study fees, the study plan and exams terms available.



Overview Uniweb profile

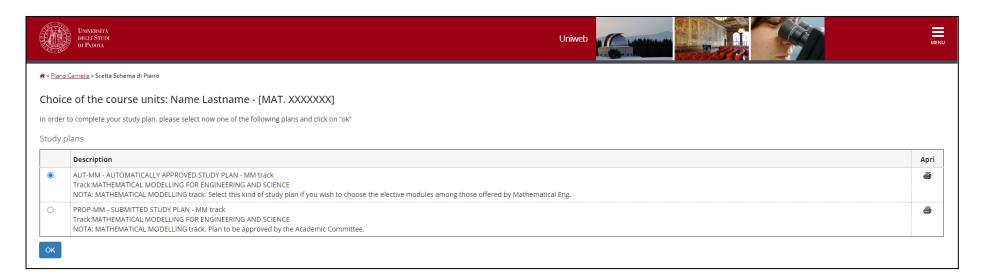
2. Compile your study plan

Inside of the Uniweb profile, click on "Menu" on the upper right hand corner, go to "Home" and then select "Study Plan" to create a new study plan.



Step 4 Click on Study Plan to create your new plan

Once there, click on "New Plan" to start the process.



Overview of the two types of Study Plans available

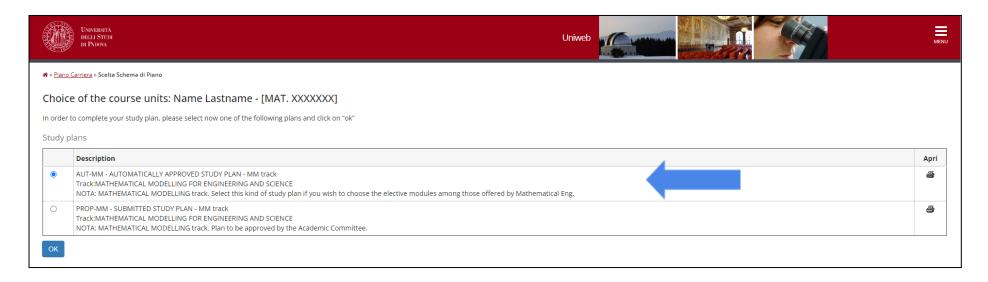
There are two different types of study plans available to be selected. The difference between these two is described below:

• AUT - Automatically Approved Study Plan: This type of study plan is <u>recommended to students</u>. It contains all the mandatory courses foreseen for the specific study track selected in the Master Degree in Mathematical Engineering - study track "Mathematical Modelling for Engineering and Science". It allows the selection of two elective courses for each 6 CFU and one course of 9 CFU of the course offer of the Master degree in Mathematical Engineering for the second academic year.

• **PROP - Submitted Study Plan:** This type of Study Plan also contains all mandatory courses of the study track "Mathematical Modelling for Engineering and Science". In regards to the selection of the 12 CFU of elective courses and the 9 CFU of free choice, you not only can choose courses from the Master degree in Mathematical Engineering at the ICEA Department but also from all other Departments of the University of Padua (see page 19). Before choosing this option, be aware that elective courses from other Departments are subject to approval by the Course Committee and that elective courses should be complementary to your degree.

2.1 AUT-MM - Automatically Approved Study Plan - MM track

As explained above, the AUT - Automatically Approved Study Plan **is recommended** to students. The instructions to compile this type of study plan are described below.



Step 5 Select AUT - Automatically Approved Study Plan

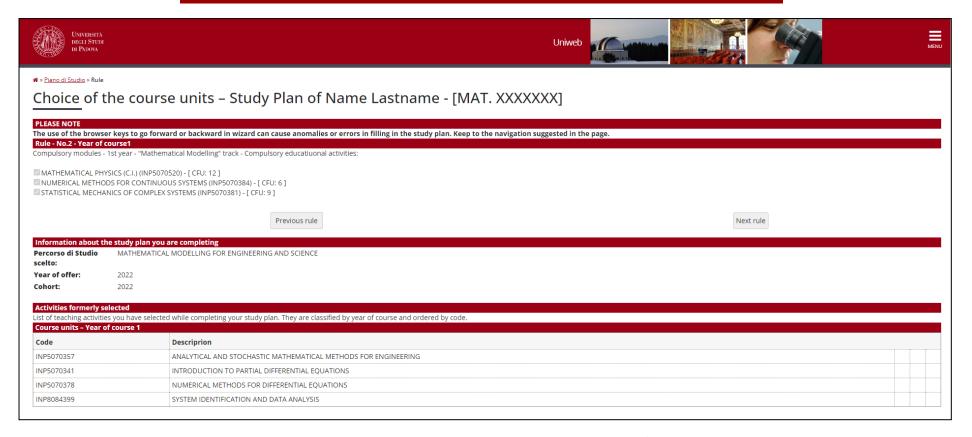
Select the Automatic Plan and proceed by clicking on "Ok".

A notice will come up on the screen, continue by clicking on "Proceed to complete your study plan". Once there, you can click on "New Plan" to start the process.



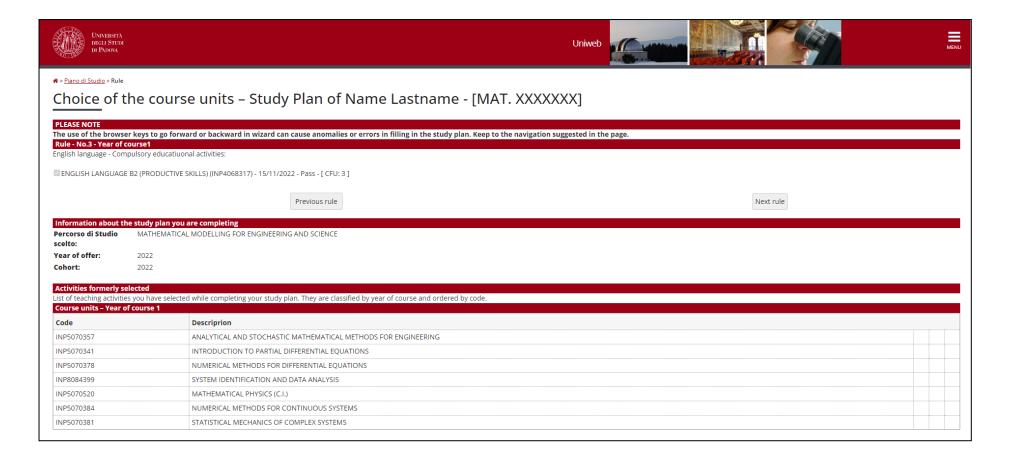
Step 6 Select mandatory courses of the 1st academic year (1)

First, the mandatory courses for the 1st academic year will be listed. Since these courses are obligatory, click on "Next rule" to add them to the study plan.



Step 7 Selection mandatory courses of the 1st academic year (2)

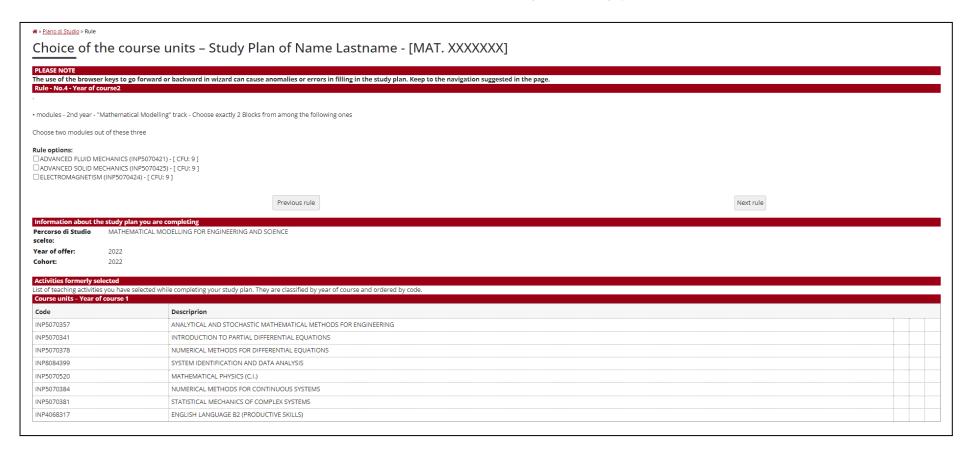
On this page, follow the procedure as previously by clicking on "Next rule" to add the mandatory courses.



Step 8 Selection mandatory Italian language qualification

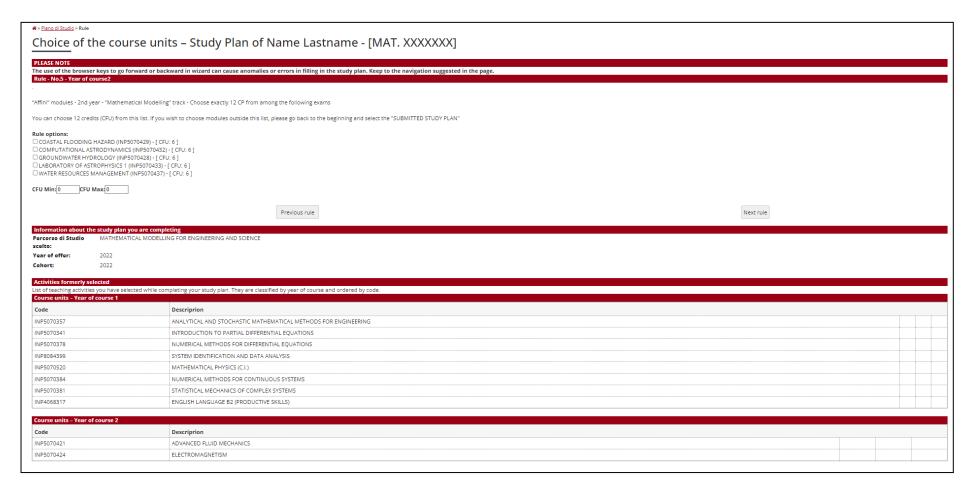
On this page, the **English Language course,** mandatory for all students of the Master Degree in Mathematical Engineering, can be added to the study plan. In order to fulfill this requirement, an English test with the University Language Centre (CLA) can be taken or the recognition of a valid English certificate can be requested. More information can be found **here.** Click on **"Next rule"** to proceed with the study plan compilation.

In this step, all mandatory courses of the **2nd academic year** are listed. You will be able to choose two courses out of the three listed. Click on **"Next rule"** to add the ones selected to your study plan.

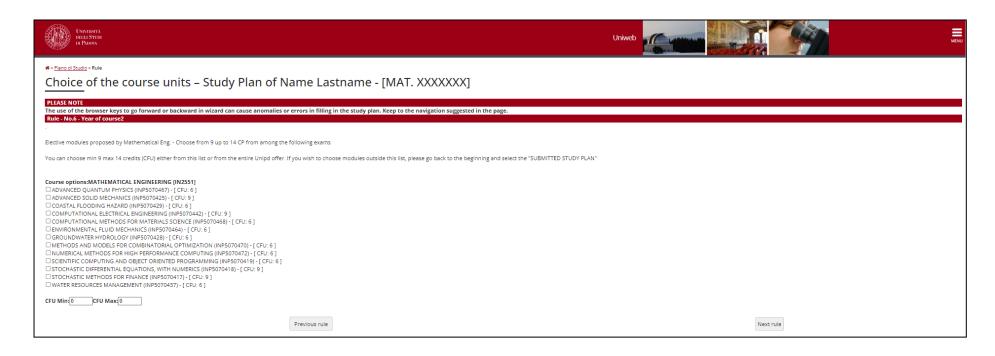


Step 9 Selection mandatory courses 2nd academic year

Before finalizing the study plan, the elective courses have to be chosen. In total, **12 CFU** are available. For the study plan **"AUT-MM - Automatically Approved Study Plan - MM track"**, the courses can be chosen from the list shown in Uniweb. Once selected, click on **"Next rule"** to finalize the procedure.



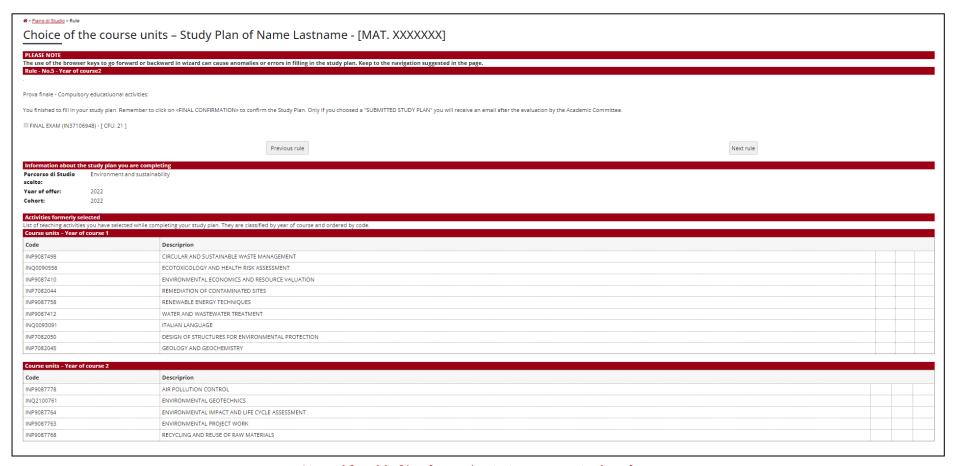
Step 10 Choose elective courses of the list indicated above



Step 11 Choose 9 CFU as a free choice

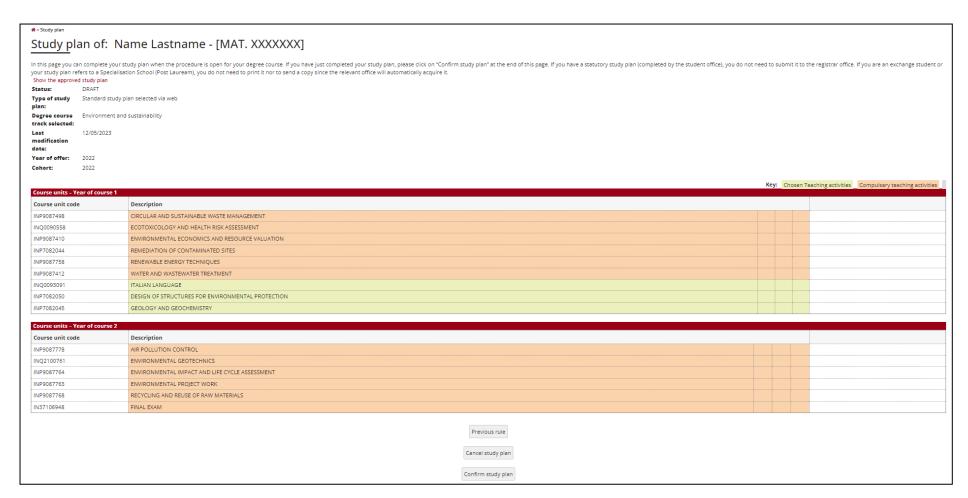
For the **9 CFU of free choice** you have available, you can select among the following courses shown above. Please note that you need as a minimum 9 CFU and can register as a maximum 14 CFU, for example if you choose two courses of 6 CFU, you will have 12 CFU in total. Once you have selected the courses, continue to the next rule.

As a last step, the "Final exam", which is your thesis project, has to be added to the study plan.



Step 10 Add final project to your study plan

Please note that at the bottom of each page, the courses previously added are listed to provide an overview of the study plan.

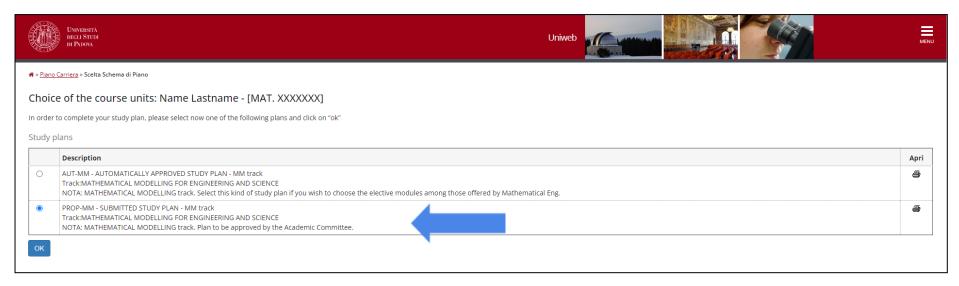


Step 11 Confirm study plan

As a last step, the courses selected during the procedure are shown, indicating compulsory and selected teaching activities. In order to conclude the procedure, select "Confirm study plan". This step is essential to insert your study plan in Uniweb and be able to register for exams.

2.2 PROP-MM - SUBMITTED STUDY PLAN - MM track

In order to fill in the **PROP-MM - SUBMITTED STUDY PLAN - MM track,** select the second option, when starting the procedure.



Step 5 Select PROP-MM - Submitted Study Plan - MM track

Please note that steps 6 to 9 of the **AUT-MM - Automatically Approved Study Plan - track MM** are the same as for the **PROP-MM - Submitted Study Plan - MM track.** Thus, you can follow these steps as outlined in the previous steps (see pages 11-14).

The study plan for PROP-MM - Submitted Study Plan - MM track differs from the AUT-MM - Automatically Approved Study Plan - track MM regarding the choice of elective courses/courses of free choice. While the AUT-MM - Automatically Approved Study Plan - track MM proposes a course offer for the 12 CFU elective courses and

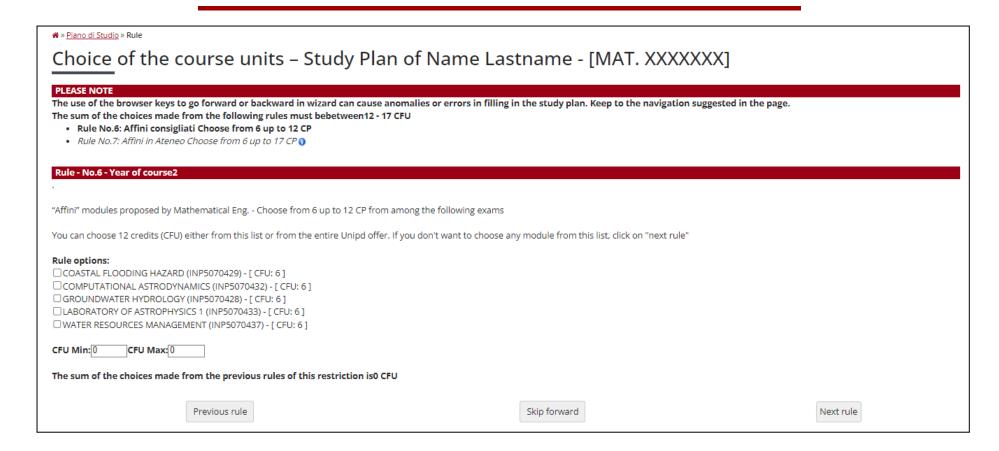
9 CFU of free choice offered **only by the Master Degree**, the PROP-MM - Submitted Study Plan - MM track allows choosing elective **courses offered at different Departments other than the ICEA**.

Once at step 10, the procedure will suggest selecting the elective courses (12 CFU).

There are two options available:

Option 1: Choose one course suggested in the list (step 10) and then proceed by clicking on "Next rule" to choose a second elective course from the academic offer of degree courses of other Departments of the University of Padua (step 11).

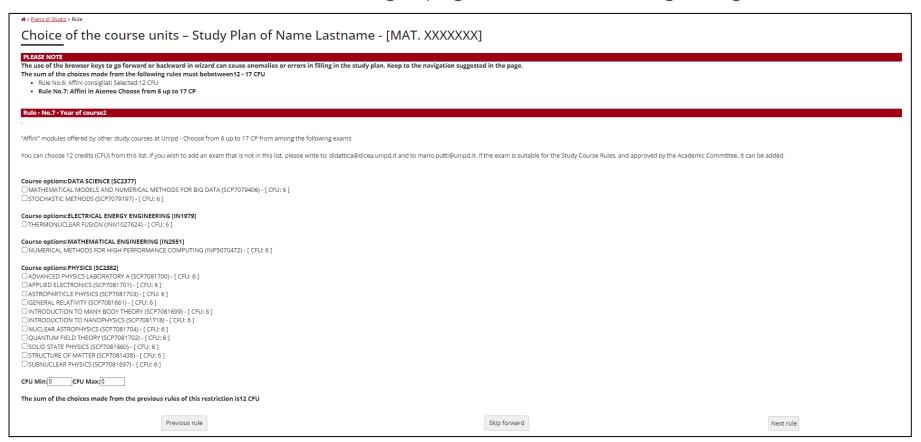
Option 2: Select both courses from the academic offer of degree programmes of other Departments of the University. In order to do so, click "Skip forward" (step 10) to arrive at the page indicated in step 11.



Step 10 Choose elective courses of the list indicated above

First, you will see the elective courses proposed by the course programme. On the next page, you will be able to select elective courses from other study programmes in other Departments, which are in line with the course programme of Mathematical Engineering, study track "Mathematical Modelling for Engineering and Science".

Below, you find the academic offer of related course programmes as mentioned above. The choice for the **12 CFU** is bound to the academic offer in line with the degree programme Mathematical Engineering.



Step 11 Choose elective courses from the academic offer of Master degree programmes of other Departments of the University of Padua

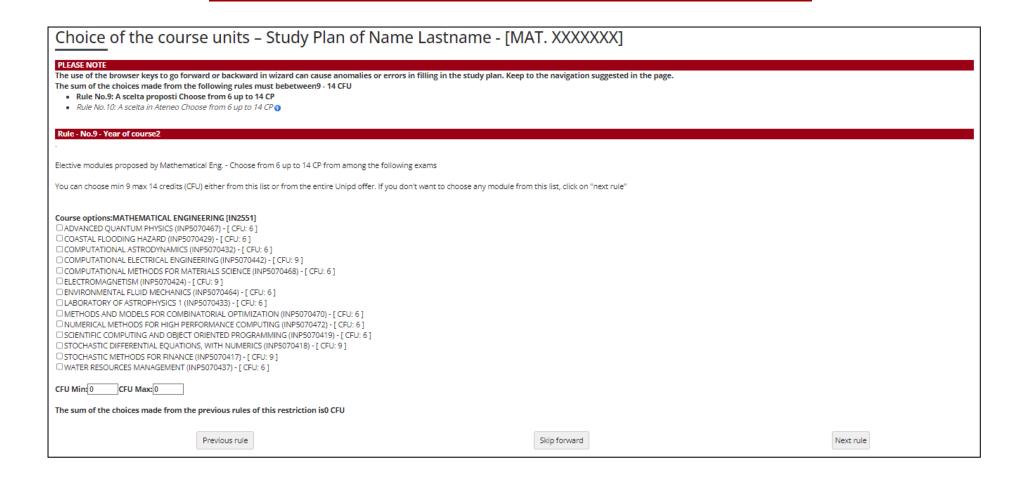
If you wish to add an exam that is not in this list, please write to the Teaching Office: <u>didattica@dicea.unipd.it</u>. If the exam is suitable for the Study Course Rules, and approved by the Academic Committee, it can be added.

For the **9 CFU of free choice,** you will also be able to either choose courses from the course offer of Mathematical Engineering or from the entire academic offer of the University of Padua.

The options are:

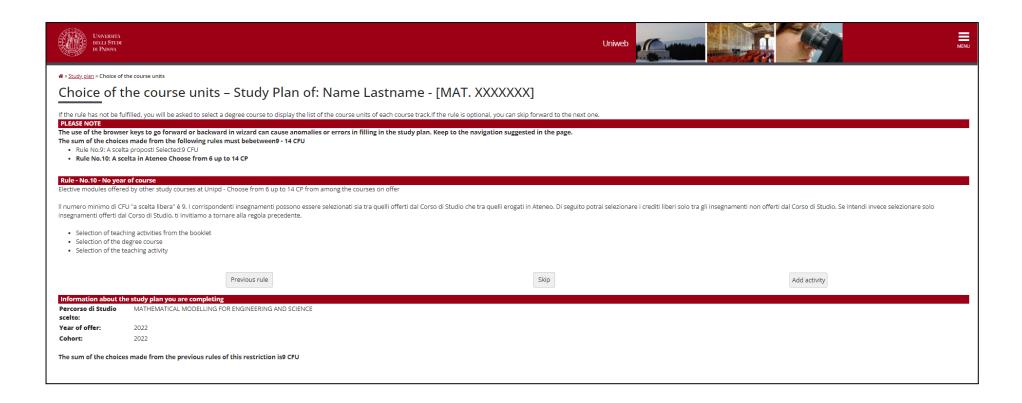
Option 1: Choose one course suggested in the list (step 12) and then proceed by clicking on "Next rule" to choose a second elective course from the entire academic offer of the University of Padua (step 13-14).

Option 2: Select both courses from the entire academic offer of the University of Padua. In order to do so, click "Skip forward" (step 12) to arrive at the page indicated in step 13. By clicking on "Add activity" the academic offer of all courses of the University of Padua will be made visible.



Step 12 Choose 9 CFU of free choice

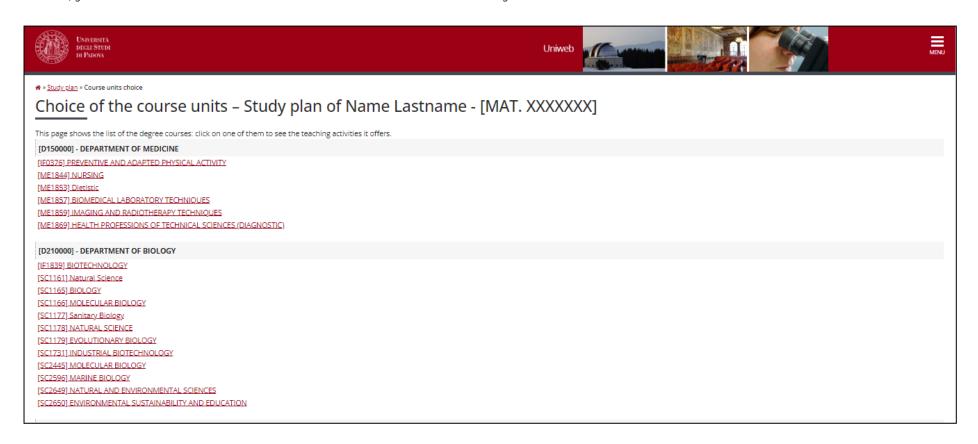
Above, you are suggested several courses of the Degree programme.



Step 13 Choose elective courses from the academic offer of other departments

If you wish, however, to choose from the academic offer of the University of Padua, click on **"Skip forward"** in step 12 and click on **"Add activity"** as shown in step 13.

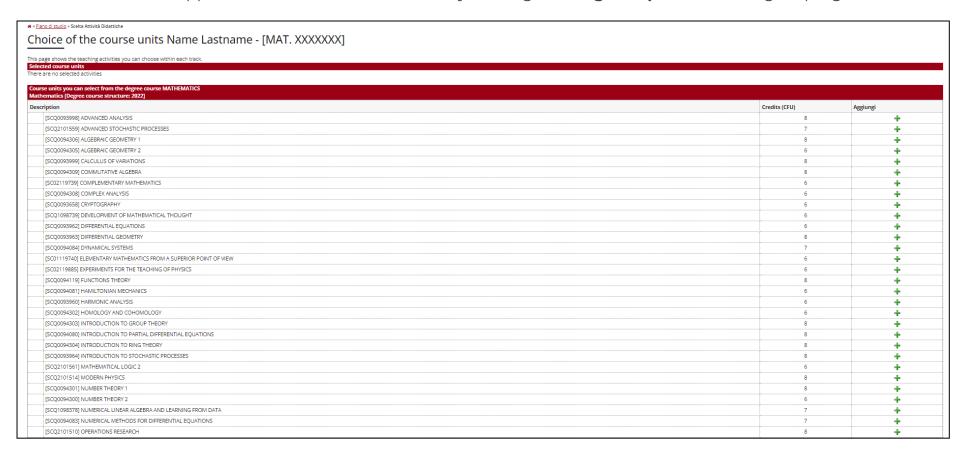
Below, you will see a list of all courses offered at the University of Padua.



Overview of the complete academic offer of the University of Padua

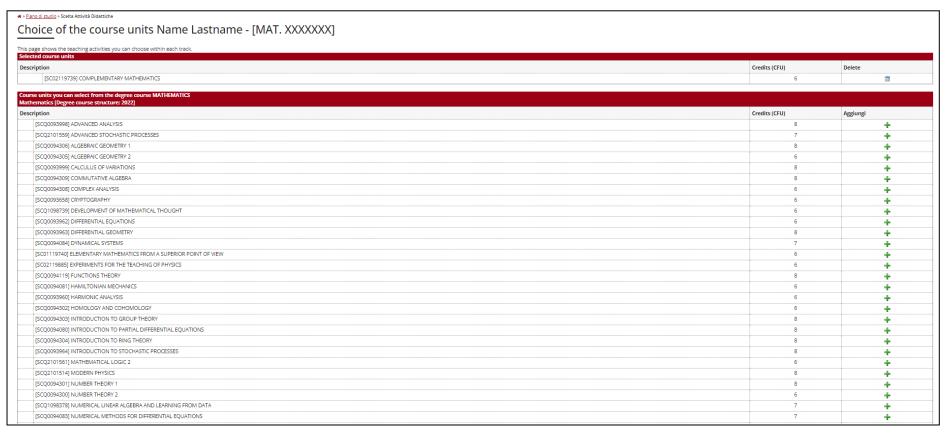
By clicking on each programme, an overview of all the individual courses offered by the respective degree programme are displayed.

Students can choose courses from all study programmes of the University of Padua. It is advised to choose courses which are **in line with the study programme** of the Master degree in Mathematical Engineering in order to have the elective courses approved. A course can be added by clicking on the **green plus** on the degree programme.

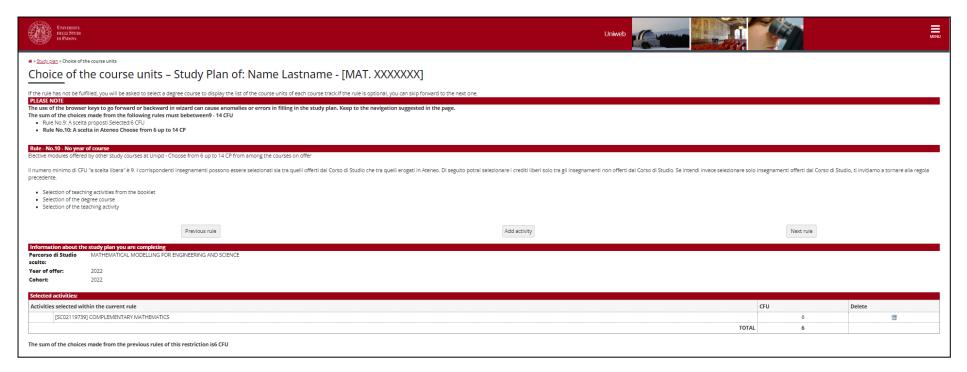


Step 14 Add an elective course from the Degree Programme of choice

The course selected is shown in the upper bar. In order to confirm the choice, click on "Back to the rule" or remove the course previously chosen by clicking on "Delete" and then on "Change degree course" to select a different course.



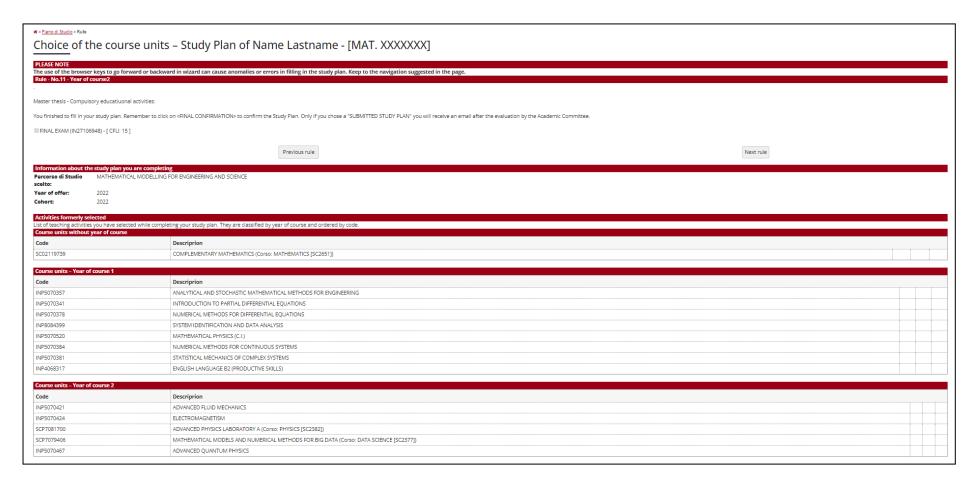
Overview of the course selection



Step 15 Confirm your choice or select one more course

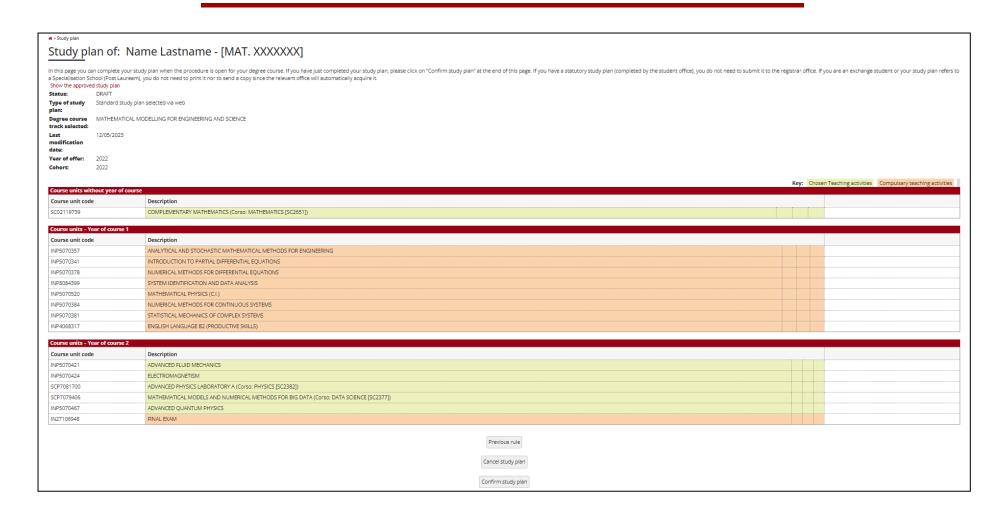
If the choice is confirmed, the screen above will be demonstrated. By clicking on "Next rule" to proceed with the remaining steps to finalize the study plan. If you wish to add a second course of the course offer of other Departments to arrive at 9 CFU, click again on "Add activity" and repeat the procedure.

It is only possible to proceed to "Next rule", if two elective courses amounting to 12 CFU as well as 9 CFU of free choice have been selected. The last step before finalizing the study plan is to add the "Final project", which is the thesis, to the study plan.



Step 16 Include the final project in your study plan

By clicking "Next rule", the final project will be added to the study plan.



Step 17 Confirm study plan

The last page of the procedure includes an overview of all the courses for both academic years as well as the list of elective courses selected. In order to finalize the study plan, click on "Confirm study plan".

IMPORTANT:

Confirming your study plan is an essential step to upload the study plan on the Uniweb platform and be able to register for exams.



Please be aware that when confirming the **PROP-MM - Submitted Study Plan - MM track,** the plan has still to be approved by the Course Coordinator. Once the plan has been officially approved, a notification will be sent via the Uniweb platform.