



# Student Guide -How to compile the study plan

Department of Civil, Environmental and Architectural Engineering (DICEA)

**Master degree in Environmental 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 Environmental Engineering contains three study tracks:

- Environment & Sustainability
- Land Planning and Management
- Soil Protection and Water Management

Please be aware that this guide takes as an example the study track "Environment and Sustainability" to demonstrate the procedure for students to fill in the study plan. This procedure, however, **is the same for all three study tracks.** The study track you selected is shown at the beginning of the procedure (page 8) in the "NOTA".

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 <a href="https://uniweb.unipd.it/Root.do">https://uniweb.unipd.it/Root.do</a>. 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!

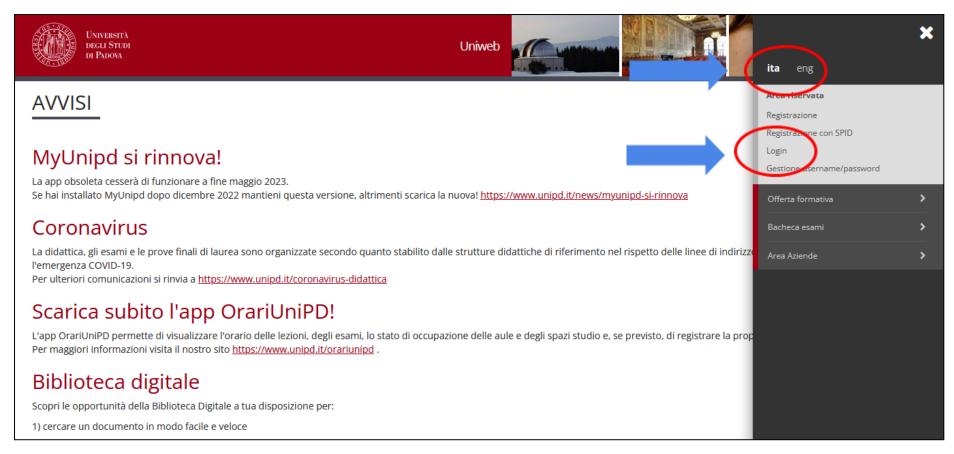
L'app OrariUniPD permette di visualizzare l'orario delle lezioni, degli esami, lo stato di occupazione delle aule e degli spazi studio e, se previsto, di registrare la propria presenza a lezione. Per maggiori informazioni visita il nostro sito <a href="https://www.unipd.it/orariunipd">https://www.unipd.it/orariunipd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

## Biblioteca digitale

Scopri le opportunità della Biblioteca Digitale a tua disposizione per:

1) cercare un documento in modo facile e veloce

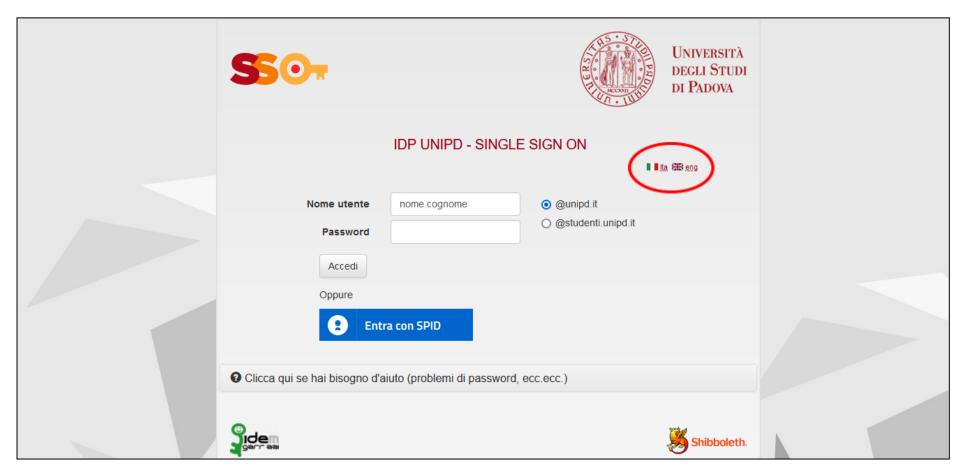
Step 1 Access the Uniweb webpage



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

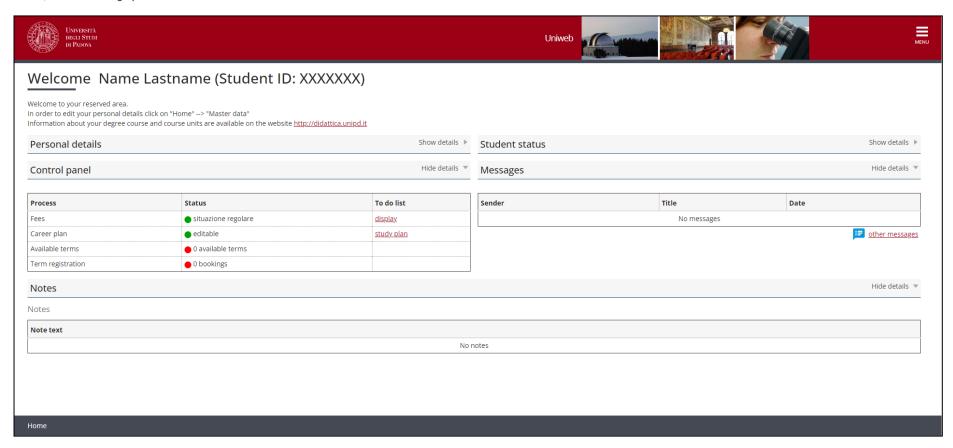
Click on "Login" to be directed to the Single Sign On (SSO).

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

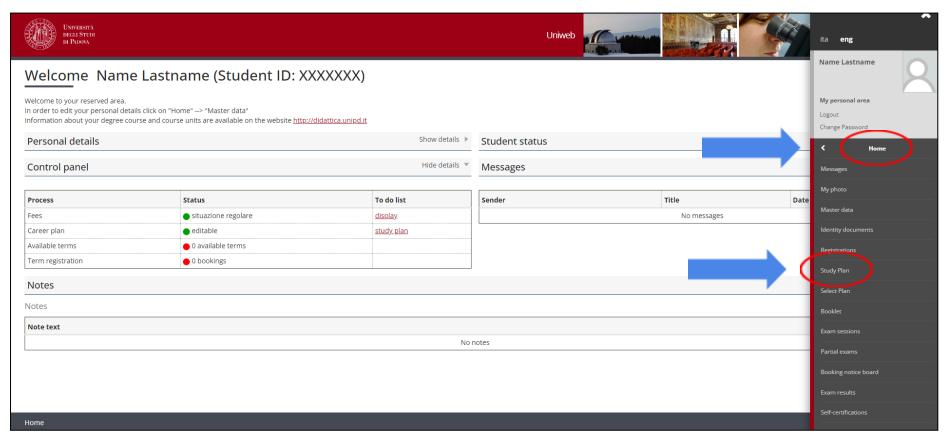
The home page of the Uniweb profile shows an overview of the student's academic career, the status of the study fees, the study plan and exams terms available.



Overview Uniweb profile

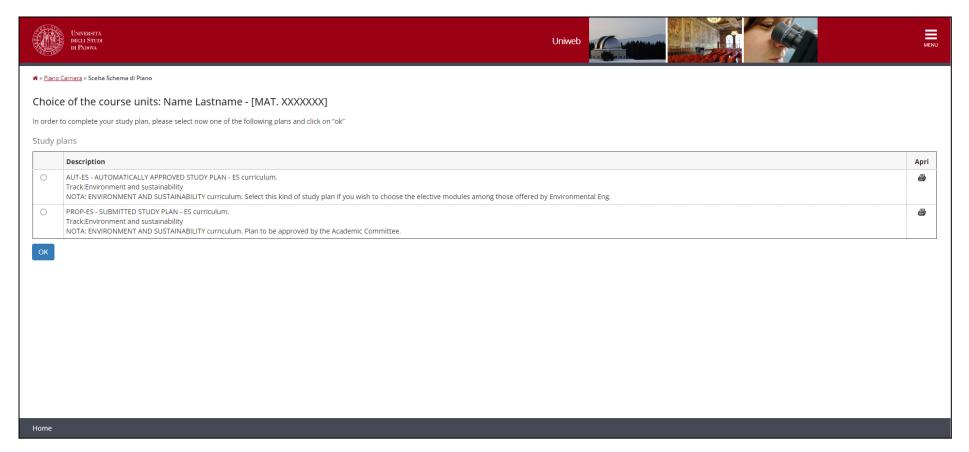
## 2. Compile your study plan

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

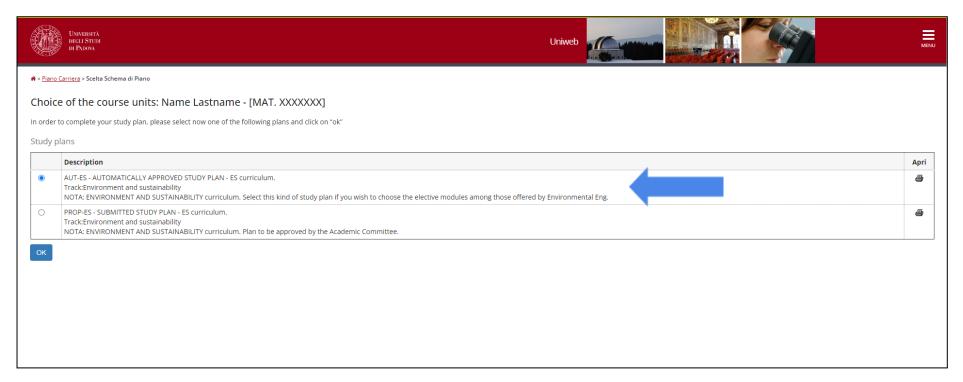
There are two different types of study plans available to be selected. The difference between these two is described below.

Two different types of study plans:

- 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 Environmental Engineering. The **elective courses**, amounting to a total of 12 CFU (credits), can be chosen from a list of courses provided in the study plan procedure and all are offered specifically for the Master degree in Environmental Engineering.
- **PROP Submitted Study Plan:** This type of Study Plan also contains all mandatory courses of the specific study track selected in the Master degree Environmental Engineering as well as the **12 CFU for elective courses.** In order to select elective courses, with this study plan, you not only can choose courses from Environmental Engineering at the ICEA Department but also from all other Departments of the University of Padua (see page 17). Before choosing this option, be aware that elective courses from other Departments are subject to approval and that elective courses should be complementary to your degree.

## 2.1 AUT - Automatically Approved Study Plan

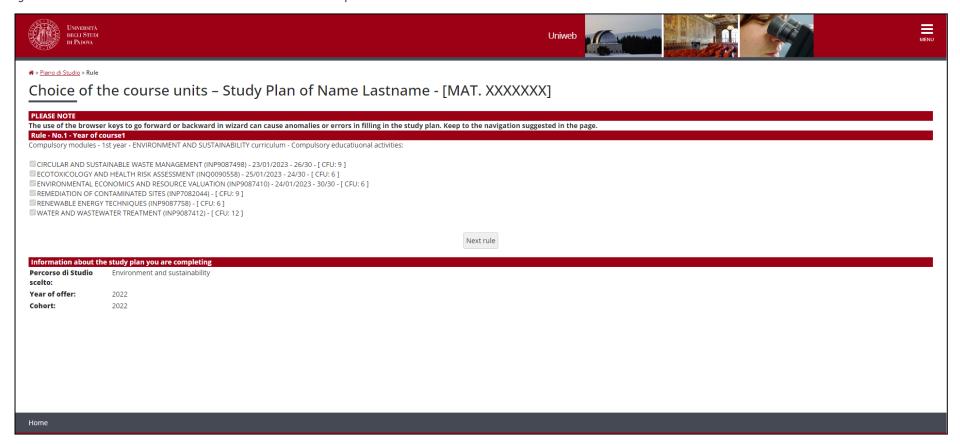
As explained above, the AUT - Automatically Approved Study Plan **is recommended** to students. The instructions to compile this type of study plan are described below.



Step 5 Select AUT - Automatically Approved Study Plan

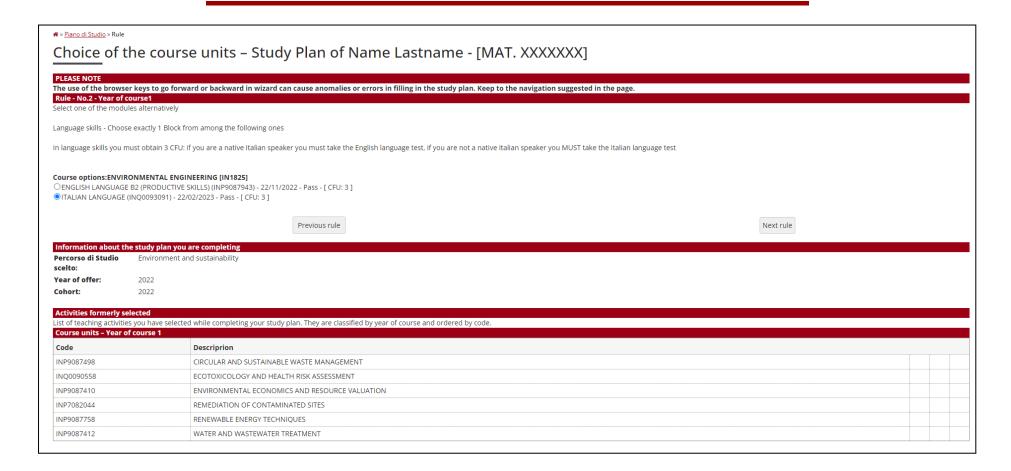
Select the Automatic Plan and proceed by clicking on "Ok".

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 semester

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

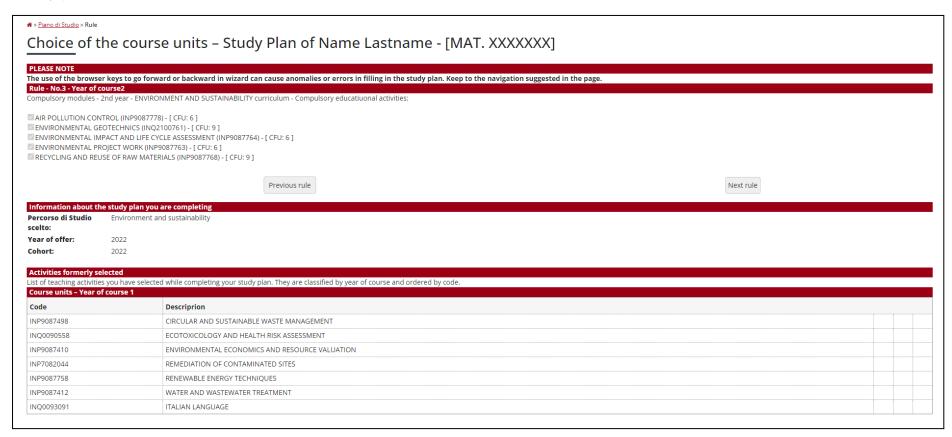


Step 7 Selection mandatory Italian language qualification

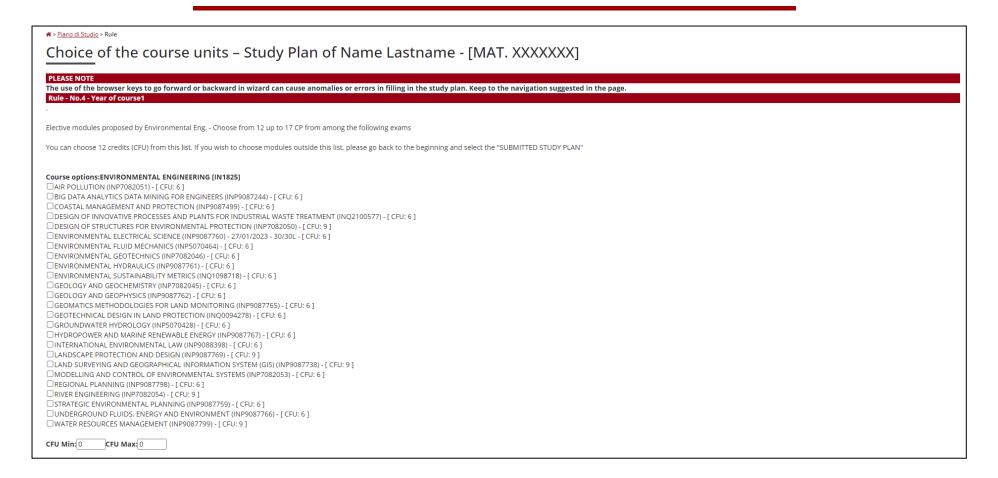
In the next step, the language course has to be selected. Students who are **not native speakers of the Italian language**, will have to select **Italian language**. Italian native speakers instead have to choose the English language. This choice is foreseen by the study programme and cannot be changed. The Italian language qualification can be

obtained until graduation. More information on how to acquire the 3 CFU can be found on the <u>website</u> of the University Language Center (CLA). Click on "Next rule" to proceed.

In the next step, all mandatory courses of the **2nd academic year** are listed. Click on "Next rule" to add them to your study plan.



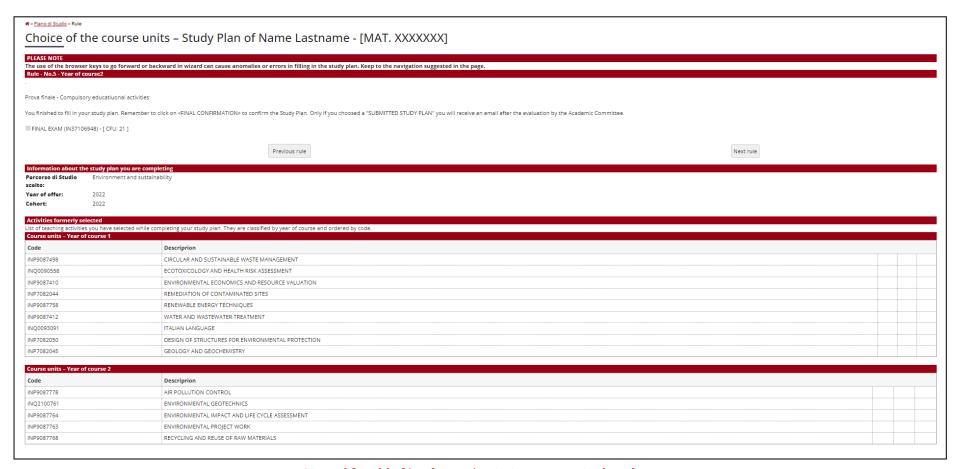
Step 8 Selection mandatory courses 2nd academic year



Step 9 Choose elective courses of the list indicated above

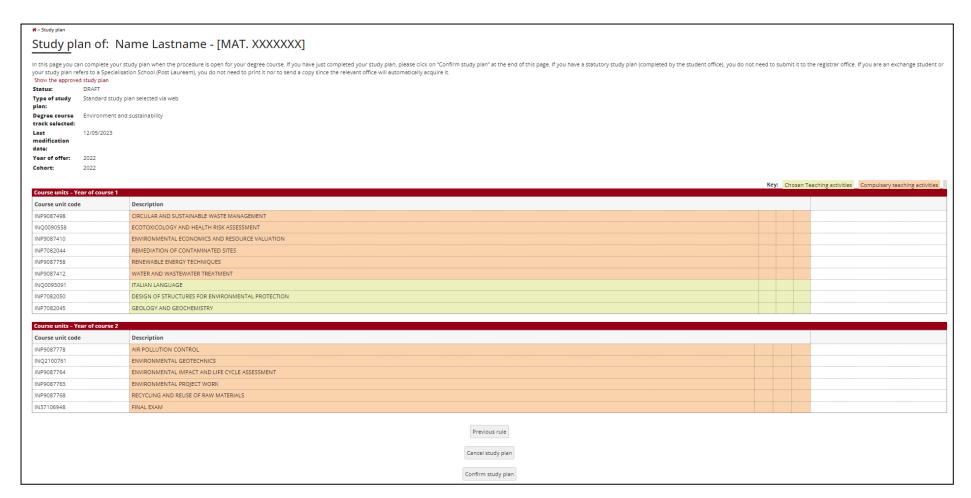
Before finalizing the study plan, the elective courses have to be chosen. In total, **12 up to 17 CFU** are available. For the study plan **"AUT - Automatically Approved Study Plan"**, the courses can be chosen from the list shown in Uniweb. Once selected, click on "Next rule" to finalize the procedure.

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



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.

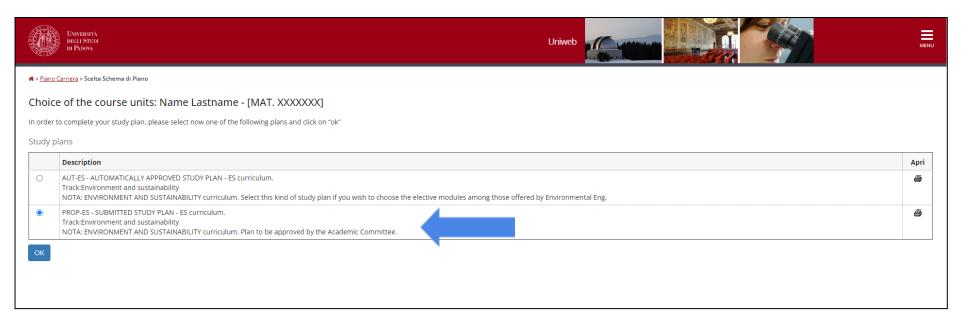


Step 11 Confirm study plan

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 - Submitted Study Plan

In order to fill in the PROP - Submitted Study Plan, select the second option, when starting the procedure.

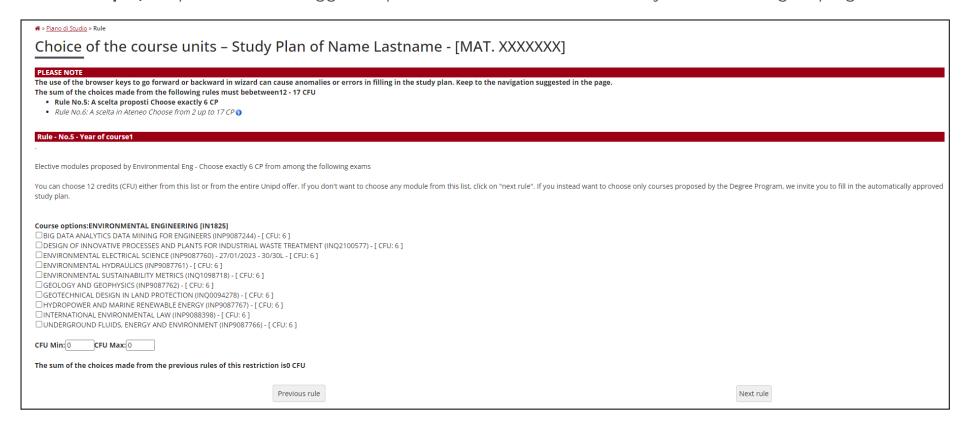


Step 5 Select PROP - Submitted Study Plan

Please note that steps 6 to 8 of the **AUT - Automatically Approved Study Plan** are the same as for the **PROP - Submitted Study Plan.** Thus, you can follow these steps as outlined in the previous steps (see pages 11-13).

The study plan for PROP - Submitted Study Plan differs from the AUT - Automatically Approved Study Plan regarding the choice of elective courses. While the AUT - Automatically Approved Study Plan proposes elective courses offered **only by the Master Degree**, the PROP - Submitted Study Plan allows choosing elective **courses offered from different Departments other than the DICEA**.

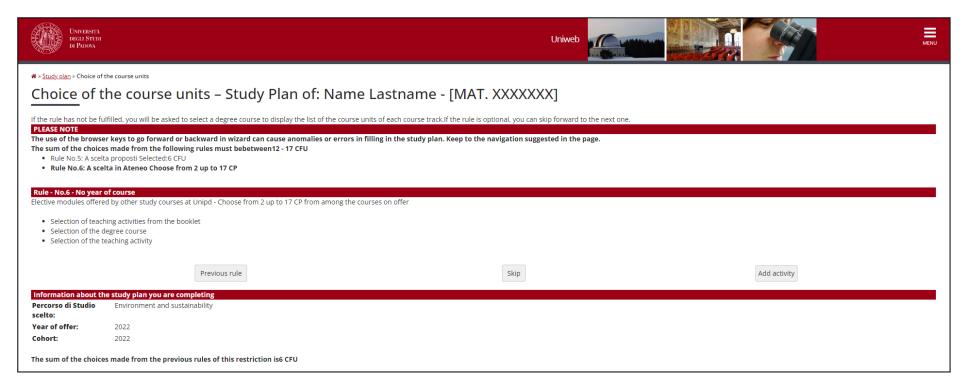
Once at step 8, the procedure will suggest to pick one elective course offered by the Master degree programme:



Step 9 Choose elective courses proposed by the Master degree programme

There are two options available: <u>Option 1:</u> Choose one course suggested in the list and then proceed by clicking on "Next rule" to choose a second elective course from the academic offer of other Departments of the University of Padua. <u>Option 2:</u> Select both courses from the academic offer of the different Departments of the

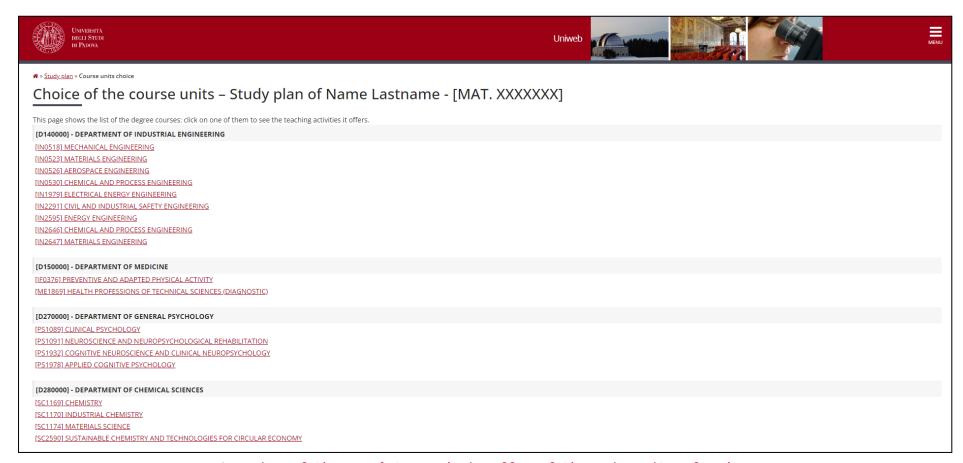
University. In order to do so, click on "Next rule" (step 9) and then "Add activity" to see the full academic offer. Please remember that 12 CFU are available for elective courses.



Step 10 Choose elective courses from the academic offer of other departments

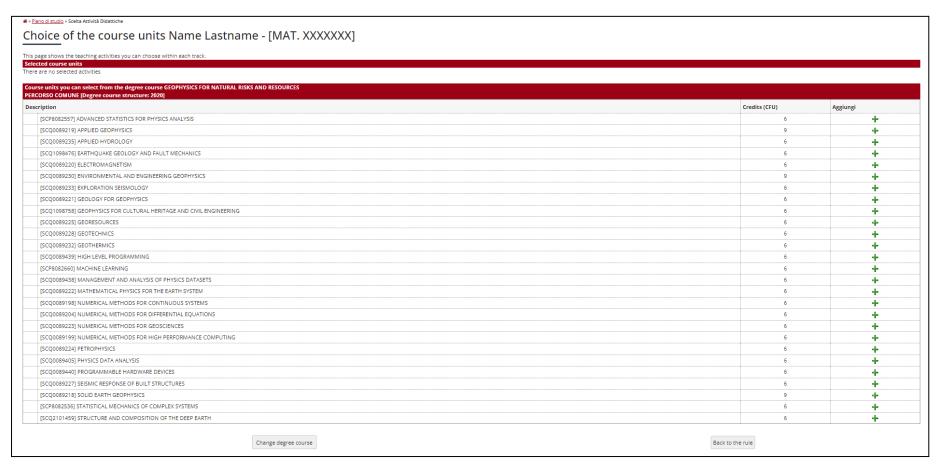
In the example in **Step 10 to 12,** one course was chosen from the academic offer of the Master degree programme. A second elective course can be chosen from the academic offer of the University by clicking on **"Add activity".** 

The full list of all Departments including their course offer is now available. By clicking on each programme, an overview of all the individual courses offered by the respective degree programme are displayed.

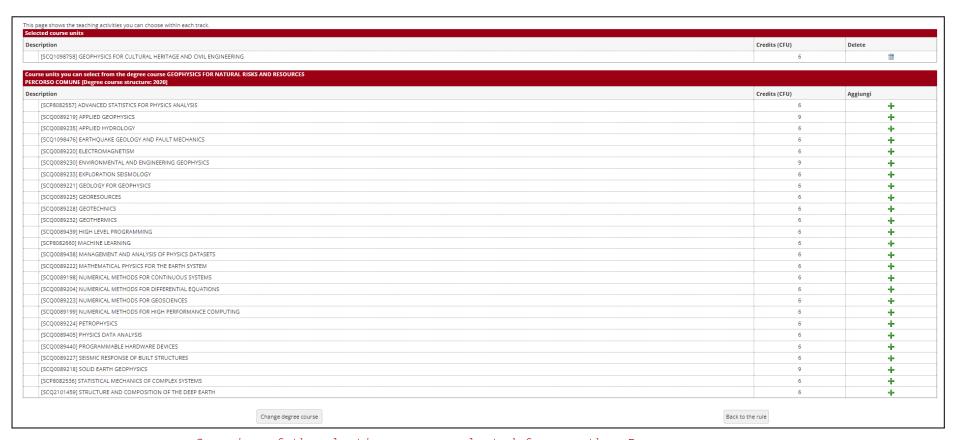


Overview of the complete academic offer of the University of Padua

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 Environmental Engineering in order to have the elective courses approved. A course can be added by clicking on the green plus.

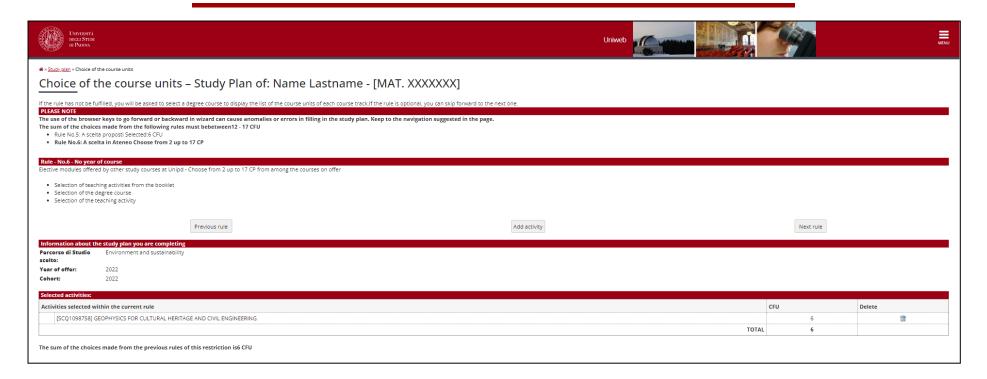


Step 11 Add an elective course from the Degree Programme of choice



Overview of the elective course selected from another Degree programme

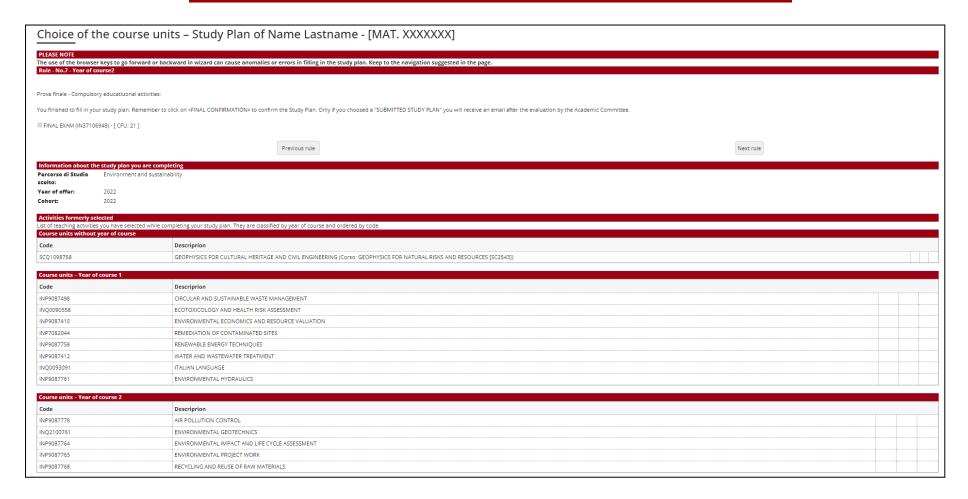
The course selected is shown in the upper bar. In order to confirm the choice, click on "Back to the rule" or remove the course previously chosen by clicking on "Delete" and then on "Change degree course" to select a different course.



Step 12 Confirm your choice or select one more course

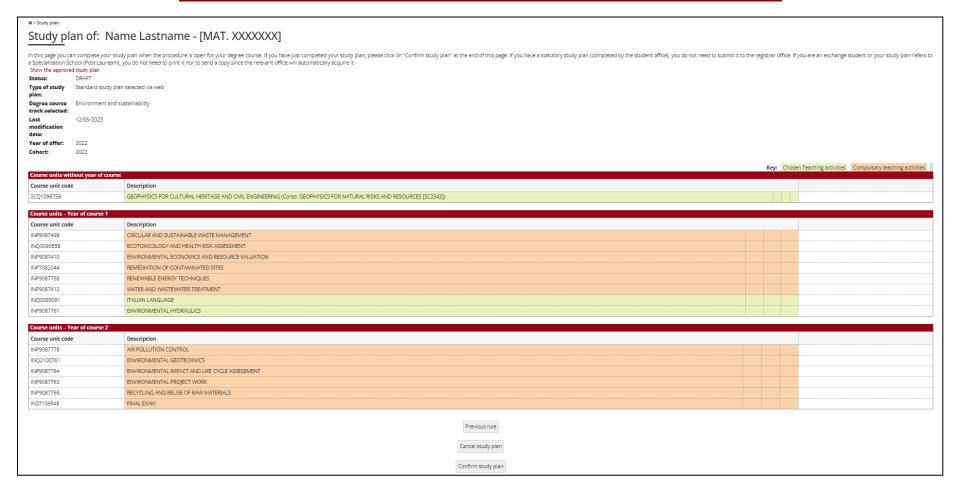
If the choice is confirmed, the screen above will be demonstrated. By clicking on "Next rule" to proceed with the remaining steps to finalize the study plan

It is only possible to proceed to "Next rule", if two elective courses amounting to 12 CFU 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 13 Include the final project in your study plan

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



Step 14: 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". This is an essential step to upload the study plan on the Uniweb platform and be able to register for exams.