

UNIVERSITÀ DEGLI STUDI DI PADOVA

Study Plan Guidelines

Degree program of Chemical and Process Engineering

International Desk @ Unipd



AGENDA:

- 1. What is a study plan?
- 2. Master's degree programme overview slide 11
- 3. How to fill in the Study Plan slide 12
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 - b. Proposed slide 28
- 4. How to modify the Study Plan slide 36
- 5. Support contacts slide 40



What is a Study Plan?



Definition of Study Plan

The **Study Plan** is the complete list of educational activities required to graduate. Each degree programme includes a number of educational activities such as exams, laboratories, course units, workshops, internships, thesis or other activities.



Some educational activities are **compulsory**, others are **optional** (choosing between) or **electives** (free choice).



Filling out your Study Plan is mandatory!

Please be aware that you **cannot** take an exam if you have not submitted your study plan and/or it has not been approved yet.





Credits of a Study Plan

The Study Plan is the complete set of educational activities you must carry out in order to earn the **credits (CFU)** required to graduate:

Master's degree: 120 CFU



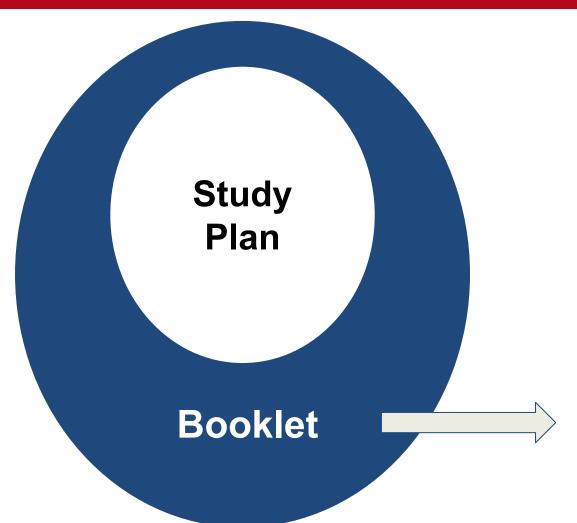
Important: when filling in the Study Plan, keep in mind that what you see in your Uniweb profile depends on the **Curriculum you have chosen**. Chemical and Process Engineering foresees only one curriculum, standard for all the students.

Curriculum = shows on your degree diploma

Study track/profile = does not show on your degree diploma: it serves as a guide for your studies



Booklet vs Study Plan



than the Study Plan
because it contains all the
exams foreseen in the study
plan but it can also contain
extra exams that do not
contribute to the degree
credits, GPA and final grade.

An exam can be removed from the Study Plan but can remain in the Booklet.



Who needs to submit the Study Plan

All students are required to fill in the study plan. You will fill in the study plan for the first time at the beginning of your student career for both of your academy years of the Master degree. You can then maintain the study plan you have submitted or modify it during your second year of Master's.

Please note that the study plan procedure **opens by mid-November** and closes on the 15th of July of the following year. During this period, both students enrolled in the first and second year can modify their study plan.





Types of Study Plan: automatically approved

The Study Plan can be:

- Automatically approved <u>or</u>
- Proposed Study Plan subject to the approval of the Academic Committee

In the automatically approved Study Plan, the elective course units must be selected from those recommended by the Educational Rules of the Study Programme, i. e. the elective courses offered by the course programme.

The list of elective courses is specified in the study plan procedure on Uniweb and in the Annex 3.

The Study Plan, once confirmed by the student, is automatically approved.



In the **Proposed Study Plan** - **Study Plan subject to the approval of the Academic Committee** the student has the possibility to insert in the Study Plan course units that are not among those recommended by the Educational Rules of the Study Programme but from the entire **UNIPD catalogue**.

The Study Plan will be evaluated by the competent **Academic Committee** in order to be approved. The student will receive an automatic notification by email. Study Plans **submitted by the 15th of the month** are evaluated by the Committee by the end of the same month. If you wish to submit a proposed study plan, do so **at least one month before the exam session starts!**



- is taught entirely in English
- is coherent with your educational path
- can be chosen as an elective (check the *Syllabus*)

Where to present the Study Plan

The Study Plan must be filled in and presented via <u>UNIWEB</u>, which is accessed using your University credentials (username and password). Before filling in the Study Plan, you can check the content of the courses in the <u>Syllabus</u>.

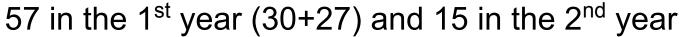


Once you **register for graduation**, the study plan cannot be modified anymore. Please make sure that your study plan is **complete and correct** before registering for graduation!



Mandatory courses:

8 courses (72 CFU)



+ 3 CFU English B2 (Production skills) as soon as possible

Eligible courses:

24 CFU (typically 4x6 CFU) at least 12 CFU from CheEng List

Master's Thesis:

21 CFU

NOTE: CFU (*Credito formativo universitario*) is the University educational unit (equivalent to ECTS). In the Engineering School:

Our

Courses

1 CFU = 25 hours

= 8 class hours + 17 hours for home study





Step 1. Access on Uniweb

Open the <u>Home</u>
 <u>Page</u> of Uniweb

ADVISE

Coronavirus

Teachings, exams and final assessments are organised according to the relevant teaching structures following university guidelines and COVID-19 pro For further information please go to https://aiutididattica.unipd.it/

Fill in the Good Practice questionnaire

**

Uniweb

Ita eng

My personal area

Pogietration

Login

For further information please go to https://aiutididattica.unipd.it/

Exams

Companies Area

- 2) Open the drop-down menu
- 3) Select "eng" as a language

4) Click on "Login"

Dear Student.

5) Enter your credentials: your institutional email name.surname@studenti.unipd.it and your password





Step 2. Start the procedure

Once logged in, from "Home" click on "Study Plan"



Welcome

Welcome to your reserved area.

In order to edit your personal details click on "Home" --> "Master data"

Information about your degree course and course units are available on the website http://didattica.unipd.it

Personal details	Show details	Student status	Show details 🕨
Control panel	Hide details ▼	Messages	Hide details ▼

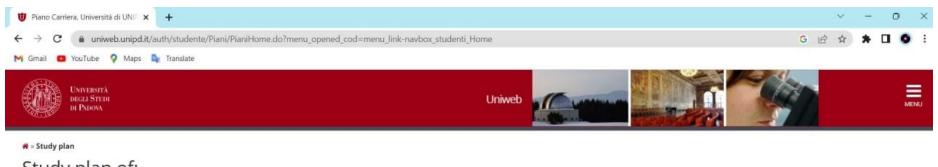
Process	Status	To do list
Fees	situazione regolare	<u>display</u>
Career plan	editable	<u>study plan</u>
Available terms	🔵 0 available terms	
Term registration	● 0 bookings	

Sender	Title	Date





Click on «New Study Plan»



Study plan of:

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on "Confirm study plan" at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchange student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

New study plan



 At this point, you can choose the type of Study Plan: automatically approved (first option) or subject to approval by the **Academic Committee** (second option).

To choose the first option click on 'automatically approved study plan' and then click on "OK"

The guided procedure allows to include educational activities according to the rules established by the Master's Degree Programme Regulation.





•	Click on	"Proceed	to	complete y	your	Study	Plan"
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🛪 » Piano di studio » Stampa Manifesto

Study plan of

NOTICE

Before completing your study plan, please consult the Manifesto degli Studi or official overview of the educational offer of your degree course.

AUTOMATICALLY APPROVED STUDY PLAN WILL BE LOADED ON YOUR BOOKLET WHEN YOU WILL HAVE COMPLETED THE STUDY PLAN AND CLICKED ON "CONFIRM".

STUDY PLAN SUBJECT TO EVALUATION (WHEN ENVISAGED) WILL BE LOADED ON THE BOOKLET WHEN THE COMMISSION WILL HAVE APPROVED IT.

STUDENTS OF SPECIALISATION SCHOOLS (POST LAUREAM)

The study plan you are going to complete does not need to be approved by the School. If you need information about "activity freely chosen by the students", please contact the educational office of your School.

Proceed to complete your study plan



You will meet a first mandatory rule → in this case you do not have to select any
educational activity but simply click on "NEXT RULE".

Rule - No.1 - Year of course1

Compulsory activities - 1st year - Compulsory educatioonal activities:

- CHEMICAL REACTION ENGINEERING (INQ2100373) [CFU: 12]
- ☑ INDUSTRIAL CHEMICAL PROCESSES (INQ2100375) [CFU: 12]
- INDUSTRIAL PROCESS SAFETY AND RISK ANALYSIS (INQ1097318) [CFU: 6]
- MULTIPHASE THERMODYNAMICS AND TRANSPORT PHENOMENA (INQ2100371) [CFU: 9]
- PROCESS AND FLUID DYNAMICS SIMULATION (INQ3103841) [CFU: 9]
- SEPARATION UNIT OPERATIONS (INQ3103843) [CFU: 9]

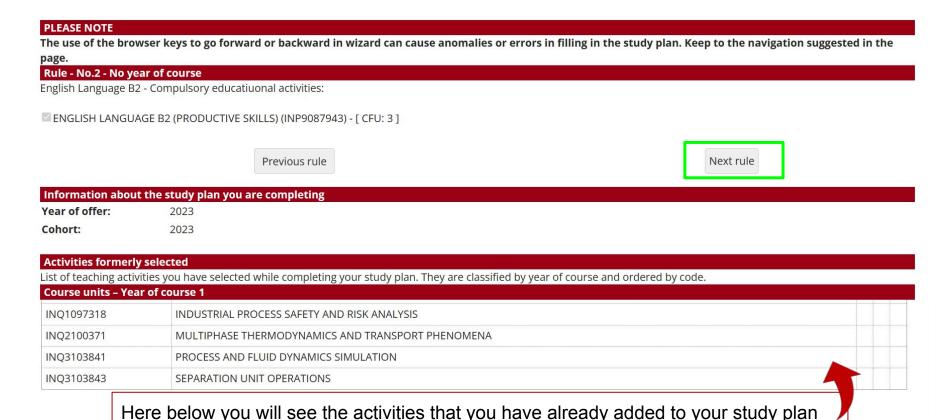
Next rule

Information about the study plan you are completing

Year of offer: 2023 Cohort: 2023

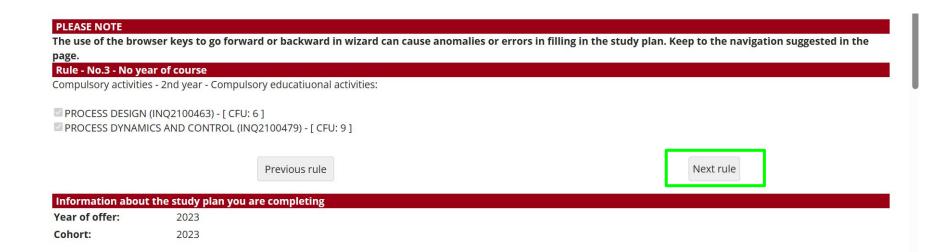


You will then meet a mandatory rule regarding the 3 CFU English language unit → in this
case you do not have to select any educational activity but simply click on "NEXT RULE".



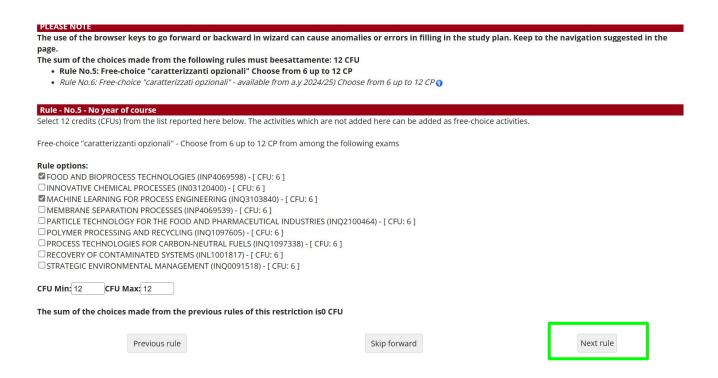


 You will meet more mandatory rules → in this case you do not have to select any educational activity but simply click on "NEXT RULE".





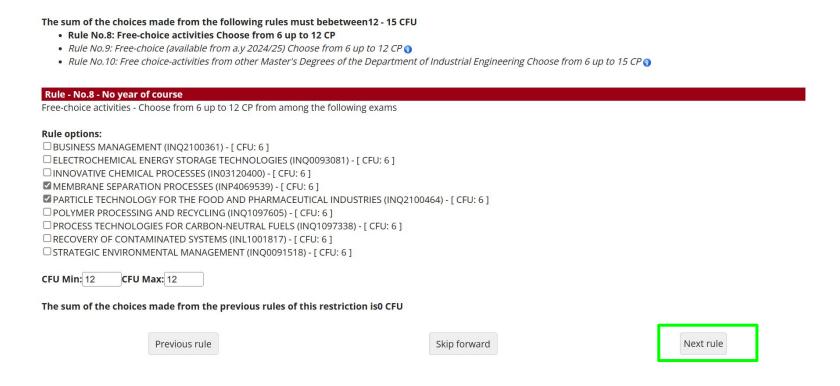
 You will then meet rules in which you must indicate which educational activities you are going to choose, among the provided options.



Select these exams according to the rules specified above and then click on **NEXT RULE**



 You will then meet other rules in which you must indicate which educational activities you are going to choose, among the provided options.



Select these exams according to the rules specified above and then click on **NEXT RULE**.



 You will then meet other rules in which you must indicate which activities you are going to choose, among the provided options. These courses belong to other degree programmes in the DII department, but have already been approved by the Degree Programme Board of Chemical and Process Engineering.

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

The sum of the choices made from the following rules must be etween 12 - 15 CFU

- Rule No.8: Free-choice activities Selected:12 CFU
- Rule No.9: Free-choice (available from a.y 2024/25) Selected:0 CFU [?]
- Rule No.10: Free choice-activities from other Master's Degrees of the Department of Industrial Engineering Choose from 6 up to 15 CP

Rule - No.10 - No year of course

Free choice-activities from other Master's Degrees of the Department of Industrial Engineering - Choose from 6 up to 15 CP from among the following exams

Course options: AEROSPACE ENGINEERING [IN0526]

☐ AERODYNAMICS 2 (INN1030579) - [CFU: 9]

Course options:BIOENGINEERING [IN0532]

□ BIOMATERIAL TECHNOLOGY (INQ0092861) - [CFU: 9]

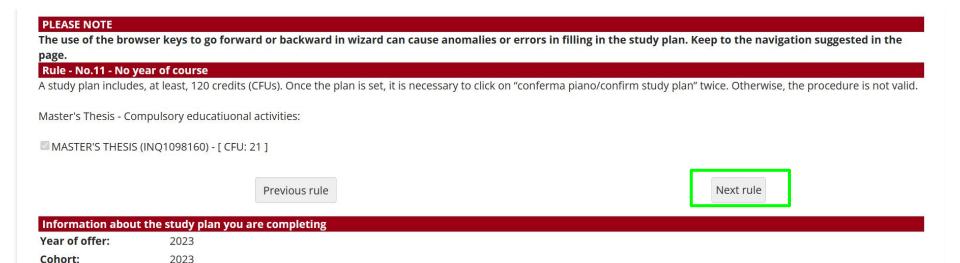
Course options:CIVIL AND INDUSTRIAL SAFETY ENGINEERING [IN2291]

- □ POST INCIDENTAL ANALYSIS: METHODOLOGIES AND CASE HISTORIES (INP8083772) [CFU: 6]
- ☐ RADIOACTIVE WASTE MANAGEMENT (INP6075205) [CFU: 6]
- ☐ SAFETY IN MANUFACTURING INDUSTRY (INP5073377) [CFU: 9]

Select these exams according to the rules specified above and then click on NEXT RULE



 Finally, you will meet the rule for your Master thesis → in this case you do not have to select any educational activity but simply click on "NEXT RULE".





Once the study plan has been filled in you will see the final summary. The Study Plan is displayed as "DRAFT/BOZZA" status. Click on "CONFIRM STUDY PLAN" to submit and finalise the procedure.

** Study plan Study plan of:

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on "Confirm study plan" at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchange student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

Type of study Standard study plan selected via web

plan: Last r

Last modification 15/11/2023

Year of offer: 2023 Cohort: 2023

		Chosen Teaching activities	Compulsary teaching activities
Course units withou	ut year of course		
Course unit code	Description		
INP9087943	ENGLISH LANGUAGE B2 (PRODUCTIVE SKILLS)		
INQ2100463	PROCESS DESIGN		
INQ2100479	PROCESS DYNAMICS AND CONTROL		
INP4069598	FOOD AND BIOPROCESS TECHNOLOGIES		
INQ3103840	MACHINE LEARNING FOR PROCESS ENGINEERING		
NP4069539	MEMBRANE SEPARATION PROCESSES		
INQ2100464	PARTICLE TECHNOLOGY FOR THE FOOD AND PHARMACEUTICAL INDUSTRIES		
INQ1098160	MASTER'S THESIS		

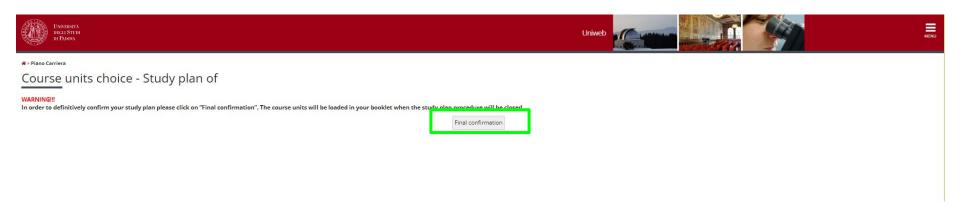
Course units – Year of course 1				
Course unit code	Description			
INQ2100373	CHEMICAL REACTION ENGINEERING			
INQ2100375	INDUSTRIAL CHEMICAL PROCESSES			
INQ1097318	INDUSTRIAL PROCESS SAFETY AND RISK ANALYSIS			
INQ2100371	MULTIPHASE THERMODYNAMICS AND TRANSPORT PHENOMENA			
INQ3103841	PROCESS AND FLUID DYNAMICS SIMULATION			
INQ3103843	SEPARATION UNIT OPERATIONS			

Cancel study plan

Previous rule



Last step: you need to click on "FINAL CONFIRMATION".



Congratulations, your Study Plan has been submitted!





A "draft" Study Plan is a NOT a submitted plan!

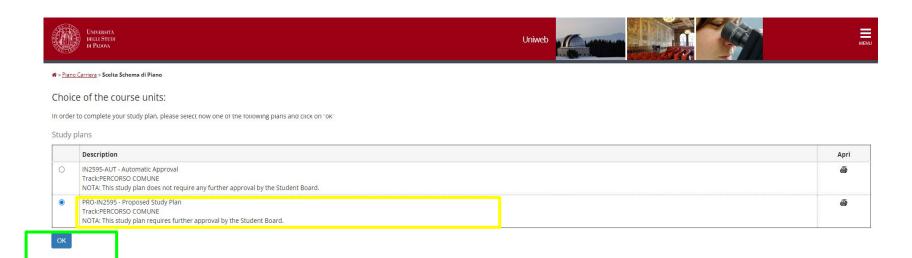
If you do not need to make any change, click on "Confirm Study Plan" at the bottom of the page.

- Clicking on "Cancel Plan", you undo all the educational activities and you
 have to complete again your plan.
- Clicking on "Print Plan", you can print your Study Plan.

Once you click on "Final Confirmation" you can double-check that the Plan was correctly filled in refreshing the page. If the status is "APPROVED", the Study Plan is correctly filled.



STUDY PLAN SUBJECT TO APPROVAL → if you wish to submit a study plan subject to approval, you have to start the procedure by selecting the corresponding option.



You will then need to click on "NEXT RULE" for the mandatory rules, which are the same as the standard Study Plan.

Once at rule 8, the procedure will suggest selecting the free choice courses.

There are two options available:

Option 1:

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 degree courses of other Departments of the University of Padua.

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**" to arrive at the following rule.

We recommend to choose courses that are coherent with your study path!



First, you will see the elective courses proposed by the Master degree programme. You can select one of the courses proposed or proceed by clicking on "**Skip forward**" to see the offer of other degree courses.

The sum of the choices made from the following rules must be etween 12 - 15 CFU

- Rule No.8: Free-choice activities Choose from 6 up to 12 CP
- Rule No.9: Free-choice (available from a.y 2024/25) Choose from 6 up to 12 CP 🕥
- Rule No.10: Free-choice activities from other Master's Degrees of the Department of Industrial Engineering Choose from 6 up to 15 CP 1
- Rule No.11: Free-choice from other Master's Degrees Choose from 6 up to 15 CP ()

Dulo No C. No years of source						
Free-choice activities - Choose from 6 up to 12 CP from among the following exams	Rule - No.8 - No year of course Free-choice activities - Choose from 6 up to 12 CP from among the following exams					
The choice detailed and control of the 12 ch manner of the terminal of the ter						
Rule options:						
☐ BUSINESS MANAGEMENT (INQ2100361) - [CFU: 6]						
☐ ELECTROCHEMICAL ENERGY STORAGE TECHNOLOGIES (INQ0093081) - [CFU: 6]						
☐ MACHINE LEARNING FOR PROCESS ENGINEERING (INQ3103840) - [CFU: 6]						
☐ MEMBRANE SEPARATION PROCESSES (INP4069539) - [CFU: 6]						
☐ PARTICLE TECHNOLOGY FOR THE FOOD AND PHARMACEUTICAL INDUSTRIES (INQ2100	(464) - [CFU: 6]					
□ POLYMER PROCESSING AND RECYCLING (INQ1097605) - [CFU: 6]						
☐ PROCESS TECHNOLOGIES FOR CARBON-NEUTRAL FUELS (INQ1097338) - [CFU: 6]						
☐ RECOVERY OF CONTAMINATED SYSTEMS (INL1001817) - [CFU: 6]						
☐ STRATEGIC ENVIRONMENTAL MANAGEMENT (INQ0091518) - [CFU: 6]						
CFU Min: 0 CFU Max: 0						
The sum of the choices made from the previous rules of this restriction is0 CFU						
Previous rule	Skip forward	Next rule				



Then, you will see the elective courses proposed by the Master degree programme through other courses in the Department.

You can select one of the courses proposed or proceed by clicking on "Skip forward" to see the offer of other degree courses.

PLEASE NOTE

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

The sum of the choices made from the following rules must be etween 12 - 15 CFU

- Rule No.8: Free-choice activities Selected:0 CFU ?
- Rule No.9: Free-choice (available from a.y 2024/25) Selected:0 CFU [?]
- Rule No.10: Free-choice activities from other Master's Degrees of the Department of Industrial Engineering Choose from 6 up to 15 CP
- Rule No.11: Free-choice from other Master's Degrees Choose from 6 up to 15 CP 🐧

Rule - No.10 - No year of course

Free-choice activities from other Master's Degrees of the Department of Industrial Engineering - Choose from 6 up to 15 CP from among the following exams

Course options:AEROSPACE ENGINEERING [IN0526]

□ AERODYNAMICS 2 (INN1030579) - [CFU: 9]

Course options:BIOENGINEERING [IN0532]

☐ BIOMATERIAL TECHNOLOGY (INQ0092861) - [CFU: 9]

Course options:CIVIL AND INDUSTRIAL SAFETY ENGINEERING [IN2291]

- □ POST INCIDENTAL ANALYSIS: METHODOLOGIES AND CASE HISTORIES (INP8083772) [CFU: 6]
- RADIOACTIVE WASTE MANAGEMENT (INP6075205) [CFU: 6]
- SAFETY IN MANUFACTURING INDUSTRY (INP5073377) [CFU: 9]



Then, the following page will show up and you can click on "Add Activity".

If the rule has not be fulfilled, you will be asked to select a degree course to display the list of the course units of each course track. If the rule is optional, you can skip forward to the next one.

PLEASE NOTE

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

The sum of the choices made from the following rules must be etween 12 - 15 CFU

- Rule No.8: Free-choice activities Selected:0 CFU [?]
- Rule No.9: Free-choice (available from a.y 2024/25) Selected:0 CFU [?]
- Rule No.10: Free-choice activities from other Master's Degrees of the Department of Industrial Engineering Selected:0 CFU 🛂
- Rule No.11: Free-choice from other Master's Degrees Choose from 6 up to 15 CP

Rule - No.11 - No year of course

Free-choice from other Master's Degrees - Choose from 6 up to 15 CP from among the courses on offer

- Selection of teaching activities from the booklet
- · Selection of the degree course
- Selection of the teaching activity

Previous rule

Add activity



You will be taken directly to the next page where course units in Unipd that respect the parameters defined by the Master Programme are offered.

Select the department you are interested in (i.e. Department of Biology), by clicking on it and then the exams you wish to take, by clicking on the green + symbol.

Once you have selected your exams, you can click on "back to the rule" to resume filling in your study plan.

* » Study plan » Course units choice

Choice of the course units – Study plan of

This page shows the list of the degree courses: click on one of them to see the teaching activities it offers.

[D280000] - DEPARTMENT OF CHEMICAL SCIENCES

[SC1169] CHEMISTRY

[SC1170] INDUSTRIAL CHEMISTRY

[SC1174] MATERIALS SCIENCE

[SC2590] SUSTAINABLE CHEMISTRY AND TECHNOLOGIES FOR CIRCULAR ECONOMY

[SC2740] MATERIALS SCIENCE

[D130000] - DEPARTMENT OF CIVIL, ENVIRONMENTAL AND ARCHITECTURAL ENGINEERING

[IA2545] SUSTAINABLE TERRITORIAL DEVELOPMENT - CLIMATE CHANGE, DIVERSITY, COOPERATION

[IN0517] CIVIL ENGINEERING

[IN1825] ENVIRONMENTAL ENGINEERING

[IN2551] MATHEMATICAL ENGINEERING

[IN2587] WATER AND GEOLOGICAL RISK ENGINEERING



You can then follow the rest of the procedure. Do not forget to click on "CONFIRM STUDY PLAN" and then on "FINAL CONFIRMATION" to finalise the procedure.

🚜 » Study plan

Study plan of:

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on "Confirm study plan" at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchangus student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

Status: DRAFT

Type of study Standard study plan selected via web

plan:

Last modification 15/11/2023

date: Year of offe

Year of offer: 2023 Cohort: 2023

		Chosen Teaching activities	Compulsary teaching activities
Course units withou	ut year of course		
Course unit code	Description		
INP9087943	ENGLISH LANGUAGE B2 (PRODUCTIVE SKILLS)		
INQ2100463	PROCESS DESIGN		
INQ2100479	PROCESS DYNAMICS AND CONTROL		
INP4069598	FOOD AND BIOPROCESS TECHNOLOGIES		
INQ3103840	MACHINE LEARNING FOR PROCESS ENGINEERING		
NP4069539	MEMBRANE SEPARATION PROCESSES		
INQ2100464	PARTICLE TECHNOLOGY FOR THE FOOD AND PHARMACEUTICAL INDUSTRIES		
INQ1098160	MASTER'S THESIS		

Course units – Year of course 1					
Course unit code	Description				
INQ2100373	CHEMICAL REACTION ENGINEERING				
INQ2100375	INDUSTRIAL CHEMICAL PROCESSES				
INQ1097318	INDUSTRIAL PROCESS SAFETY AND RISK ANALYSIS				
INQ2100371	MULTIPHASE THERMODYNAMICS AND TRANSPORT PHENOMENA				
INQ3103841	PROCESS AND FLUID DYNAMICS SIMULATION				
INQ3103843	SEPARATION UNIT OPERATIONS				

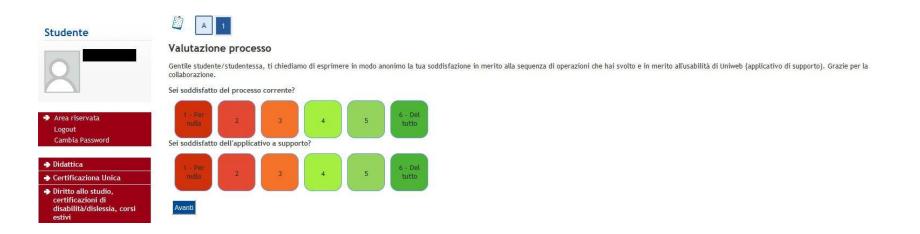
Cancel study plan

Previous rule



Step 4. Give a feedback

Express anonymously your opinion on the Study Plan procedure through the questionnaire





How to change the Study Plan

Step 5. Change the Study Plan

Within the time window defined by the Department Regulation it is always possible to modify an **automatically** approved study plan or create a new one.

- Log in on <u>UNIWEB</u>
- Click on "Study Plan"
- Click on "Modify Study Plan". You will be asked to complete a NEW Study Plan.

Attention: you'll have to repeat the whole procedure from the start

EPP7077637	LANGUAGE OF ADVOCACY	Passed	6	
EPP7077777	MICROFINANCE FOR SOCIAL CHANGE	Passed	6	
SP05107814	STAGE	Passed	9	
EPP3050134	CULTURE, SOCIETY AND HUMAN RIGHTS	Passed	6	
EPP7077618	RUSSIAN	Passed	6	

Modify study plan

Print study plan



Key points

- Filling out your Study Plan is mandatory
- The Study Plan must be filled in and presented via

UNIWEB

- A "draft" Study Plan is a NOT a submitted Plan!
- In order to sit the exams you must submit the study plan





Common doubts

Common doubts



- 1. Is it possible to add to my study plan a course unit held in Italian if I know the language?
 - Yes, it is possible
- 2. Can I add/move up a second-year course unit to my first-year study plan?
 - Yes (for mandatory courses this is not recommended)
- 3. How can I check the prerequisites of a course unit?
 - You can refer to the <u>Syllabus</u>
- 4. What can block my study plan? (fees, residence permit)
 - Not being in line with your tuition fees for example, please always make sure!
- 5. How many extra plan course units can I add to my booklet? Is there a limit? How are they counted up?
 - There is no technical limit, but focus on your standard curriculum first

Any questions? Get in touch!



- @Helpdesk
- @International Tutors
- @International Desk only general questions

Need more resources?
Visit the International Desk STEM page





Thank you for your attention!

International Desk @ DII