

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION AND ECONOMICS

BRIEF WEB SITE GUIDE

To access to the web site click [here](#).

The [ACADEMIC CALENDAR](#) presents lectures, exam sessions and graduation sessions.

The Academic year is divided into two semesters. Each semester is divided into two modules at the end of which there is one week break (where there are exams of courses which have ended lectures).

Exam sessions are three: winter, summer and autumn session.

Online learning will be the official teaching method for the first semester of the 2020/2021 academic year; the official online learning platform is **Microsoft Teams**.

FIRST-YEAR COURSES WILL START ON SEPTEMBER 28, 2020. SECOND AND THIRD YEAR COURSES WILL START ON SEPTEMBER 14.

MATHEMATICS PRE-COURSES WILL START ON SEPTEMBER 7. Interested students can join the virtual team by using this code: vy64mm6 (with the Microsoft Teams app) or by clicking on this [link](#) .

The [COURSE STRUCTURE](#) shows the list of exams each student must sustain during the 3-years academic career.

First year students (enrolled in a.y. 2020/21) must refer to their own course structure, the one of a.y. 2020-2021; for example, those who will belong to the second year (enrolled in the a.y. 2019-2020), must refer to the course structure of a.y. 2019/2020 and so on.

In order to have efficient lectures, some courses will be taught in one channel or in two channels (depending on the number of students and divided according to the surname).

To check the division for each course and the relative professors you need to access to the webpage of the Courses of the a.y. 2020/21 ([click here](#))

For the first-year courses of “Introduction to Public Law” and “Fundamentals of Business Administration”, groups will be created as:

- I Group (Proff. Di Carlo and Vannini): Surname from A to L;
- II Group (Proff. Monteduro and Conticelli): Surname from M to Z.

For Example:

8011730 - 12 CFU - SECS-P/07

FUNDAMENTALS OF BUSINESS ADMINISTRATION

I Canale Di Carlo Emiliano

II Canale Monteduro Fabio

FUNDAMENTALS OF BUSINESS ADMINISTRATION

I canale

Emiliano Di Carlo

Program

Notice

Teachers

Calendar

Exams

Teaching material

Info

My Courses

Exam rules

Info thesis

Clicking on "Canale" you will access to the webpage of the course, where you can check:

- the program (the syllabus and all the relevant information)
- the timetable of the course lecture
- the exam dates available for each session (always to be checked and defined) and the relative periods in which you can register for the exam on [Delphi](#)
- the teaching materials provided by the Professor
- the exam rules and all the relative information about the course, if added by the Professor.

Students are strongly invited to add the courses they are interested in through the **"My Courses"** option, in order to:

- join the Professor mailing list, to be instantly updated by email about course activities and urgent communications directly by the Professor
- take advantage of the other personalized services that will be available on the student portal. For example, if you have added at least one course you can access your customized timetable!

My Courses

Add this course to "My Courses" in order to:

- be instantly updated by email about course activities;
- take advantage of the other personalized services that will be available on the student portal.

Student authentication

Matricola*

Password*

Is it the first time you are entering this system?

Use the following link to activate your id and create your password.

» [Create / Recover Password](#)

Submit

When you first log in, you must activate the username and create your personal password. To do this, click on create/recover password and fill in the required data.

NOTE: PASSWORDS TO ACCESS THE COURSE WEBSITE ARE DIFFERENT FROM THOSE USED TO ACCESS THE DELPHI SYSTEM.

FRESHMEN, WHO WILL NOT CONCLUDE THE ENROLLMENT PROCEDURE BEFORE THE BEGINNING OF THE LECTURES (and who will not be able to access to our services because they are waiting for their matricola number), can request the **Temporary Teams Account** to join the online classes. Please read [here](#) the instructions on how to request a temporary account.

IN OUR WEBSITE THERE ARE ALL THE NECESSARY INFORMATION YOU MAY NEED DURING YOUR ACADEMIC CAREER. BEFORE ASKING TO US, PLEASE BE SURE TO HAVE CHECKED THE WEBSITE.

YOU JUST NEED TO KNOW WHERE TO LOOK FOR FINDING THE ANSWERS!

Regarding this, you can find below all the sections and contents of our website.

- **ABOUT US:** In here, you can find all the basic information about the bachelor programme (contacts, teaching staff, tuition fees (tax simulator), course structure and our Guidelines and FAQs);

ABOUT US	CURRENT STUDENTS	ADMISSION	STUDENT SERVICES	INTERNATIONAL	INITIATIVES	
THE COURSE IN BRIEF	GUIDELINES & FAQ	CONTACTS	TEACHING STAFF	COURSE STRUCTURE	VISITING PROFESSORS AND GUEST LECTURER	TUITION FEES
STUDENT GUIDE 2020/2021				QUALITY		

- **CURRENT STUDENTS:** In here it is possible to check all the useful information for the enrolled students (webpages of each course, timetable, information about elective courses and extra activities, online classes, deadlines and graduation session, registration to the following years and how to obtain the official enrollment certificates);

ABOUT US	CURRENT STUDENTS	ADMISSION	STUDENT SERVICES	INTERNATIONAL	INITIATIVES			
PRE-COURSES	COURSES	ACADEMIC CALENDAR	ONLINE CLASSES	TIMETABLE	OPTIONAL COURSES	SEMINARS	EXTRA ACTIVITIES	EXAMS
ENROLMENT TO FOLLOWING YEARS			ENROLMENT CERTIFICATES			GRADUATION SESSION		

- **ADMISSION:** This area is dedicated to future students who may wish to apply: in here it is possible to find our eligibility criteria, such as the foreign qualifications to apply, the call for application, the pre-enrolment procedure for international students and the enrolment steps to do at the time of the arrival in Italy. Moreover, in this particular academic year, our Welcome Office have organized the Virgilio meetings, in order to support the new international students;



ABOUT US	CURRENT STUDENTS	ADMISSION	STUDENT SERVICES	INTERNATIONAL	INITIATIVES
FOREIGN QUALIFICATIONS TO APPLY	CALL FOR APPLICATION	PRE-ENROLMENT	STEPS TO DO FOR FOREIGN STUDENTS	ENROLMENT PROCEDURES	
ENROLMENT IN SINGLE TEACHING COURSES			VIRGILIO PROJECT		

- **STUDENT SERVICES:** It contains all the services the University and the Bachelor provide to students (in terms of infrastructures, benefits, scholarships, placement, tools and extra-courses)

ABOUT US	CURRENT STUDENTS	ADMISSION	STUDENT SERVICES	INTERNATIONAL	INITIATIVES		
ACCOMMODATION	HEALTH CARE	SCHOLARSHIPS	PLACEMENT OFFICE	LANGUAGE COURSES	LABORATORIES	LIBRARIES AND COPY SHOPS	DATASET
OFFICE 365	UNIVERSITY SPORT CENTER		BUS SHUTTLE		BENEFITS		

- **INTERNATIONAL:** This area shows all the international experiences that we can offer to your academic path, like Overseas, Erasmus+, Dual Degree programmes and the internships opportunities;

ABOUT US	CURRENT STUDENTS	ADMISSION	STUDENT SERVICES	INTERNATIONAL	INITIATIVES
DUAL DEGREE PROGRAMMES		SEMESTER ABROAD / ERASMUS+		AIESEC TOR VERGATA	VGEN HUB

- **INITIATIVES:** In here you can find our BAE initiatives (The complaint form, the #diconodibae social network project) and our students accomplishments (our Placement Wall and ALUMNI webpage).

ABOUT US	CURRENT STUDENTS	ADMISSION	STUDENT SERVICES	INTERNATIONAL	INITIATIVES
#DICONODIBAE	SOS BAE	BAE PLACEMENT WALL		ALUMNI	

Furthermore, in order to be constantly updated about our activities, **news** and events you can always check on the homepage of our website, or, even better, you can receive notifications for the posts we publish on our **SOCIAL NETWORK PAGES**.

WE SUGGEST TO ADD US ON:



[@baetorvergata](https://www.facebook.com/baetorvergata)



[@bae_uniroma2](https://twitter.com/bae_uniroma2)



[@BusinessAdministrationandEconomics](https://www.linkedin.com/company/BusinessAdministrationandEconomics)



*Finally, we offer you to join our social project **#DICONODIBAE!** We ask you for three simple things, which you can communicate us via email:*

- 1. A quote that you best associate to our course*
- 2. A song that reminds you about our course*
- 3. A photograph of you*

*Your quote and song will be posted under your photograph on our Facebook page with the hashtag **#dicondibae!** 😊*

BAE OFFICE