

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION AND ECONOMICS

### BRIEF WEB SITE GUIDE

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

The Academic Calendar ([click here](#)) 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 it would be possible to do pre-exams and mid-terms, depending on the Professor's choices).

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

**ON THE A.Y. 2019/2020, LECTURES WILL START ON SEPTEMBER 16<sup>th</sup>, 2019**

**MATHEMATICS PRE-COURSES WILL START ON SEPTEMBER 5<sup>th</sup>, 2019:** they will be open to all the interested students.

The course structure ([click here](#)) shows the list of exams each student must sustain during his 3-years academic career.

First year students (enrolled in a.y. 2019/20) must refer to their own course structure, the one of a.y. 2019-2020; for example, those who will belong to the second year (enrolled in the a.y. 2018-2019), must refer to the course structure of a.y. 2018/2019 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. 2019/20 ([click here](#))

For example: *Fundamentals of Business Administration* is a first-year exam and usually it is divided in two channels: *I Canale* and *II Canale*.

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### FUNDAMENTALS OF BUSINESS ADMINISTRATION

**I Canale** Di Carlo Emiliano

**II Canale** Monteduro Fabio

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## 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.

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 BA&E:** 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 BA&E	CURRENT STUDENTS	ADMISSION & ENROLMENT	STUDENT SERVICES	INTERNATIONAL OPPORTUNITIES	OUR INITIATIVE AND IDEAS	
THE COURSE IN BRIEF	GUIDELINES & FAQ	CONTACTS	TEACHING STAFF	COURSE STRUCTURE	VISITING PROFESSORS AND GUEST LECTURER	TUITION FEES
STUDENT GUIDE 2018/2019				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, deadlines and graduation session);

ABOUT BA&E	CURRENT STUDENTS	ADMISSION & ENROLMENT						STUDENT SERVICES	INTERNATIONAL OPPORTUNITIES	OUR INITIATIVE AND IDEAS
COURSES	ACADEMIC CALENDAR	TIMETABLE	OPTIONAL COURSES	SEMINARS	EXTRA ACTIVITIES	EXAMS	ENROLMENT TO FOLLOWING YEARS	GRADUATION SESSION		

- **Admission & Enrolment:** 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 your arrival in Italy;

ABOUT BA&E	CURRENT STUDENTS	ADMISSION & ENROLMENT	STUDENT SERVICES	INTERNATIONAL OPPORTUNITIES	OUR INITIATIVE AND IDEAS
FOREIGN QUALIFICATIONS TO APPLY		CALL FOR APPLICATION	PRE-ENROLMENT	STEPS TO DO   FOR FOREIGN STUDENTS	ENROLMENT PROCEDURES
ENROLMENT IN SINGLE TEACHING COURSES					

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

ABOUT BA&E	CURRENT STUDENTS	ADMISSION & ENROLMENT	STUDENT SERVICES	INTERNATIONAL OPPORTUNITIES	OUR INITIATIVE AND IDEAS		
ACCOMMODATION	HEALTH CARE	SCHOLARSHIPS	LANGUAGE COURSES	LABORATORIES	LIBRARIES AND COPY SHOPS	DATASET	OFFICE 365
UNIVERSITY SPORT CENTER							

- **International Opportunities:** This area shows all the international experiences that we can offer to your Academic path, like OverSeas, Erasmus+ and Dual Degree programmes and the Desk-Imprese for internships opportunities;

ABOUT BA&E	CURRENT STUDENTS	ADMISSION & ENROLMENT	STUDENT SERVICES	INTERNATIONAL OPPORTUNITIES	OUR INITIATIVE AND IDEAS
DUAL DEGREE PROGRAMMES	ERASMUS+	STUDY ABROAD	DESK-IMPRESSE OFFICE	AIESEC TOR VERGATA	PLACEMENT TOR VERGATA



- **Our initiative and ideas:** 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 BA&E	CURRENT STUDENTS	ADMISSION & ENROLMENT	STUDENT SERVICES	INTERNATIONAL OPPORTUNITIES	OUR INITIATIVE AND IDEAS
#DICONODIBAE	SOS BAE		BAE PLACEMENT WALL		ALUMNI

*For the social project #diconodibae, we are waiting for you in our office whenever you want!*

*We will ask you two simple thing:*

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

*Your quotes and songs will be posted on our [Facebook](#) and [Twitter Page](#) with the hashtag #diconodibae! 😊*

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.

**You can add us on:**



[@baetorvergata](#)



[@bae\\_uniroma2](#)



[@BusinessAdministrationandEconomics](#)

**BAE Administrative Office**