



BA&E

Practical information
for first year students

Some practical information before the classes start...



Dear students, since classes are about to start, we would like to provide you with some practical information on the School of Economics, the classes and the courses.

The topics covered in this short presentation will be:

- Where to find classes
- Which courses you are going to attend - and which groups
- How to get a customized classes timetable

The School of Economics at a glance

Building A (Didattica)

Classes, lectures and practices take place in the Building A.

Each classroom is identified by a letter, followed by a number.

The letter identifies the floor on which the room is; the number is the number of the room.

I - Underground Floor
T - Ground Floor
P - First Floor
S - Second Floor

Building B (Ricerca)

The Building B is the administration building.

Here you will find:

- The Students Administrative Office (Segreteria Studenti) ground floor;
- The Erasmus office of the School of Economics (ground floor)
- The Programme Office (segreteria didattica) first floor;
- The Library of the School of Economics

Signing up for courses - First Semester

As first year students, you are going to attend three courses in the first semester:

FUNDAMENTALS OF BUSINESS
ADMINISTRATION

Prof. Di Carlo - 1st Group - Students with A-L surname

Prof. Monteduro - 2nd Group - Students with M-Z surname

INTRODUCTION TO PUBLIC LAW

Prof. Vannini - 1st Group - Students with A-L surname

Prof. Conticelli - 2nd Group - Students with M-Z surname

MATHEMATICS

Prof. Lhotka - All students

Second Semester



GENERAL MANAGEMENT
Prof. Abatecola

UNIFORM PRIVATE LAW
Prof. Diurni

COMPUTER SKILLS
Prof. Mattarocci

MICROECONOMICS
Prof. TBA

Signing up for courses

Each course has a dedicated page on the Course Webpage.

In the course webpage you will find useful information about the course.

In particular, notice the “My Courses” button.



The screenshot shows the course webpage for 'FUNDAMENTALS OF BUSINESS ADMINISTRATION' at Tor Vergata University. The page header includes the university logo and the degree name. A navigation bar contains links for 'ABOUT US', 'CURRENT STUDENTS', 'ADMISSION', 'STUDENT SERVICES', 'INTERNATIONAL', and 'INITIATIVES'. Below the header, the course title is displayed, followed by the instructor's name, 'Emiliano Di Carlo'. A row of buttons provides access to various course materials: 'Syllabus', 'Notice', 'Teachers', 'Calendar', 'Exams', 'Teaching material', 'Info', 'My Courses' (highlighted with a red circle), and 'Info thesis'. The 'Syllabus' section is expanded, showing a dropdown for the academic year (A.Y. 2025-2026) and a list of links: 'Prerequisites', 'Program', 'Books', 'Bibliography', 'Teaching methods', and 'Exam Rules'. The page also features flags for Italy and the United Kingdom.

Signing up for courses

By clicking on it,
you will be redirected to the
log-in page.

Create an account using
your matricola (Student ID
number) and password (it
can be different from the
DELPHI password), or log in
if you already have
credentials.

Please notice that this function
might be limited if you did not
complete the identification in the
Students Administrative Office.

FUNDAMENTALS OF BUSINESS ADMINISTRATION

I canale

Emiliano Di Carlo

[Syllabus](#)[Notice](#)[Teachers](#)[Calendar](#)[Exams](#)[Teaching material](#)[Info](#)[My Courses](#)[Info thesis](#)

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

Signing up for courses

Click on the button
Add to “My Courses”
at the bottom of the page.

Repeat this procedure
for all the courses you will
be attending.

**Pay attention to the
groups!**
(See slide 4 for reference)

FUNDAMENTALS OF BUSINESS ADMINISTRATION

I canale

Emiliano Di Carlo

Syllabus

Notice

Teachers

Calendar

Exams

Teaching material

Info

My Courses

Info thesis

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.

Add to 'My Courses'

Go to 'My Courses'

Signing up for courses

FUNDAMENTALS OF BUSINESS ADMINISTRATION

I canale

Emiliano Di Carlo

[Syllabus](#)[Notice](#)[Teachers](#)[Calendar](#)[Exams](#)[Teaching material](#)[Info](#)[My Courses](#)[Info thesis](#)

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.

[Add to 'My Courses'](#)[Go to 'My Courses'](#)

Finally, click on
Go to “My Courses”

Signing up for courses



After adding the three courses, your personal area will look like this:

My Courses

FUNDAMENTALS OF BUSINESS ADMINISTRATION

I canale - Prof. Emiliano Di Carlo

Delete from 'My Courses'

INTRODUCTION TO PUBLIC LAW

I canale - Dott. Silvio Vannini

Delete from 'My Courses'

MATHEMATICS

MATHEMATICS I - Dott. Christoph Lhotka

Delete from 'My Courses'

Timetable

Monday 21 September 2015			
11:00 - 13:30	MATHEMATICS - Gialluca S.	Aula 012	Lecture
Tuesday 22 September 2015			
09:00 - 11:00	MATHEMATICS - Gialluca S.	Aula 012	Practice
11:00 - 13:00	MATHEMATICS - Gialluca S.	Aula 012	Lecture
13:00 - 13:00	GENERAL MANAGEMENT - Abatecola G.	Aula P1	Lecture
Wednesday 23 September 2015			
11:00 - 13:30	MATHEMATICS - Gialluca S.	Aula 012	Lecture
13:00 - 13:00	GENERAL MANAGEMENT - Abatecola G.	Aula P1	Lecture
Thursday 24 September 2015			
11:00 - 13:30	MATHEMATICS - Gialluca S.	Aula 012	Lecture
13:00 - 13:00	GENERAL MANAGEMENT - Abatecola G.	Aula P1	Lecture
Friday 25 September 2015			
11:00 - 13:30	MATHEMATICS - Gialluca S.	Aula 012	Lecture
14:30 - 16:30	MATHEMATICS - Gialluca S.	Aula 012	Practice

If you have added at least one course you can now access your customized timetable!

And if you click on
access your customized
timetable...

Signing up for courses



You are going to see only the courses you have to attend.

Reminder

Aula I2 - Room n.2 - underground floor (Building A)

Room T7 - Room n.7 - ground floor (Building A)

...and so on

(See Slide 3 for reference)

WARNING: This is your customized timetable

Calendar A.Y. 2025-2026

All courses

1° year

2° year

3° year

My timetable

show/hide past lectures

Monday, September 15, 2025			
09:00 - 11:00	FUNDAMENTALS OF BUSINESS ADMINISTRATION - Di Carlo E.	Aula I2	Lecture
11:00 - 13:00	INTRODUCTION TO PUBLIC LAW - Vannini S.	Aula I2	Lecture
14:00 - 16:00	MATHEMATICS - Lhotka C.	Aula T7	Lecture
Tuesday, September 16, 2025			
09:00 - 11:00	FUNDAMENTALS OF BUSINESS ADMINISTRATION - Di Carlo E.	Aula I4	Lecture
11:00 - 13:00	INTRODUCTION TO PUBLIC LAW - Vannini S.	Aula T4	Lecture
14:00 - 16:00	MATHEMATICS - Lhotka C.	Aula T7	Lecture
Wednesday, September 17, 2025			
09:00 - 11:00	FUNDAMENTALS OF BUSINESS ADMINISTRATION - Di Carlo E.	Aula I4	Lecture
11:00 - 13:00	INTRODUCTION TO PUBLIC LAW - Vannini S.	Aula I4	Lecture
14:00 - 16:00	MATHEMATICS - Lhotka C.	Aula T7	Lecture

Signing up for courses

Signing up for courses is not mandatory, however, is very convenient.

If you sign up, you will be able to see in the timetable only the courses you have to attend, avoiding confusion, and you will also receive an email notification every time the professor posts a notice on the course page.

Thanks for reading



Thank you for your attention and see you on
the Welcome Meeting with the Bachelor
Coordinator and Staff!

SAVE THE
DATE

Monday 14th of September 2026,
h: 17:00



Room T7, Building A



TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA