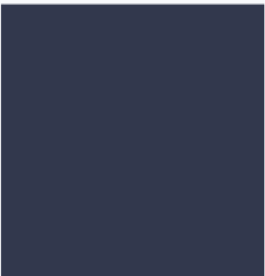
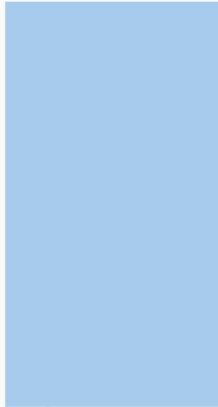


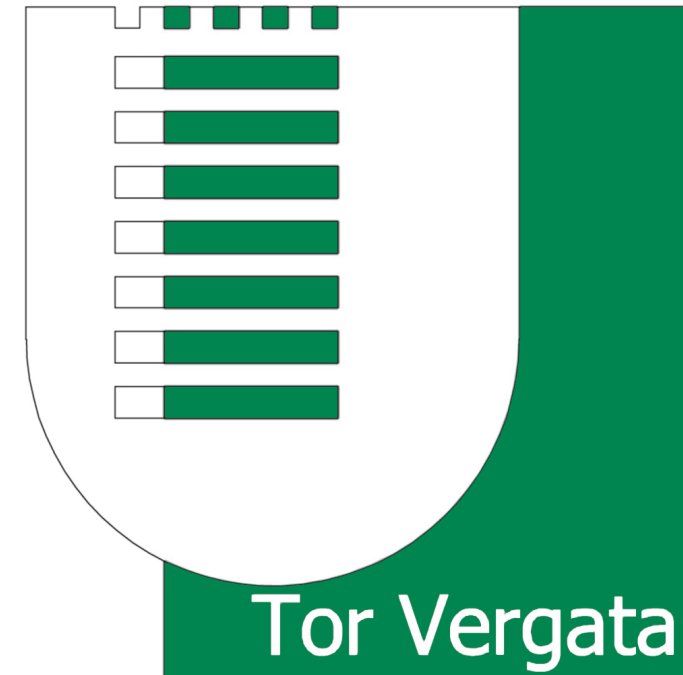


UNIVERSITY OF ROME  
TOR VERGATA



2015 - 2016  
**Student  
Guidebook**

**Università di Roma**



University of Rome “Tor Vergata”  
**Student Guidebook**  
**2015/2016**

**Chapter 1 - General Rules**

1. The University System.....	Pag.6
2. Study Programmes.....	Pag.6
3. The University Credit System (CFU).....	Pag.8
4. New university educational facilities.....	Pag.9

**Chapter 2 - Access to Courses**

1. Programmes access.....	Pag.11
2. Available courses a.y. 2015/2016.....	Pag.12

**Chapter 3 - Pre-Enrollment Requirements**

1. How to join the admission test.....	Pag.23
2. How to apply to the "Evaluation Test".....	Pag.25
3. How to apply for the "Curricular Requirement Evaluation".....	Pag.25

**Chapter 4 - Enrollment**

1. How to enroll.....	Pag.27
2. Enrollment after transfer from another University (incoming).....	Pag.29
3. Enrollment with Career Abbreviation.....	Pag.35
4. International students enrollment (or Italian students with degree awarded abroad).....	Pag.38

**Chapter 5 - Enrollment to Following Years**

1. Enrollment to following years.....	Pag.40
2. Deferral in enrollment deadlines for graduating students ( <i>Domanda Cautelativa</i> ).....	Pag.42
3. Enrollment as part-time students.....	Pag.43
4. Enrollment to single courses .....	Pag.44

**Chapter 6 - Fees and Taxes**

1. Taxes and deadlines .....	Pag.46
2. How to calculate the student's family income: ISEE-Università.....	Pag.46
3. ISEE - Università deadlines.....	Pag.47
4. Who should apply for ISEEU.....	Pag.48
5. First installment amount.....	Pag.49
6. Second installment amount.....	Pag.49
7. Second installment: payment procedure.....	Pag.51
8. Exemptions.....	Pag.52
9. Study Awards.....	Pag.54
10. Tax Refund.....	Pag.54

11. Other contributions.....	Pag.55
12. Penalties and tax assessments.....	Pag.56

**Chapter 7 - Student's Career**

1. Studies interruption and re-start.....	Pag.57
2. Abandonment.....	Pag.59
3. Withdraw from Studies.....	Pag.60
4. Career Suspension.....	Pag.61
5. Request for change of degree programme.....	Pag.62
6. Request Transfer Out.....	Pag.63
7. Assessment Questionnaire.....	Pag.64

**Chapter 8 - Exams and Certification**

1. Exams.....	Pag.66
2. Degree Exams.....	Pag.67
3. Pick up the parchment diploma.....	Pag.69
4. Diploma supplement.....	Pag.70
5. Certificates.....	Pag.70

**Chapter 9 - Services and opportunities for students**

1. Information services and support for students.....	Pag.72
2. Scholarships.....	Pag.73
3. Student's Network.....	Pag.75
4. Secretary and Student Services.....	Pag.76
5. Work Opportunities.....	Pag.81
6. Regulations for all students.....	Pag.82
7. Italian Government Scholarships for Foreign and IRE Students.....	Pag.82

## CHAPTER I GENERAL RULES

### I. The University System

With respect to the first study cycle, the main objectives of the recent reform within the European University System are to increase the number of enrolled students together with the graduates' rate and to provide effective tools and theoretical knowledge which could help students in future jobs. For educational profiles of the second study cycle, instead, the general objectives of the new system are to further increase educational level and to ensure a useful learning for future career combined with a deeper scientific knowledge with respect to the one acquired during the first study cycle. Therefore requirements for the second study cycle must be higher in order to assure a solid theoretical and practical base. Moreover, within the European context a further commitment has been the re-development of the PhD programmes and the study programmes orientation towards a permanent lifelong learning which will be an important institutional goal of the overall University Institution.

### 2. Study Programmes

#### *I Cycle - Bachelor Degree courses (Academic qualification: Doctor)*

It aims to provide students with an adequate general scientific knowledge and problem solving skills, even though the degree programme is oriented to the acquisition of specific professional skills. The acquisition of professional knowledge is mandatory for graduates' placement in the workforce and for the practise of professional activities regulated by the European Union.

**Admission requirements:** High School Diploma, degrees obtained at Italian high schools placed abroad or another equivalent qualification awarded abroad and recognized as equivalent are acceptable as an adequate level of initial knowledge. For each degree programme, the basic knowledge that the student should possess for a profitable course attendance is defined. This knowledge is assessed before the enrollment procedure; if the student fails the checking test, he/she will be subject to compulsory training to be carried out during the first year of the course, scheduled by the competent organs of the courses through organized activities. The length of the courses is normally of three years; however, the title is awarded at the achievement of the established 180 credits, including those related to the knowledge of a European language other than Italian, regardless of the number of years of enrollment at University.

#### *II Cycle - Master of Science courses (Academic qualification: Master Degree)*

It aims to provide students with an advanced level of education necessary for the exercise of highly qualified activity in specific areas.

**Admission requirements:** Bachelor degree obtained in an Italian University or a University abroad (recognised as equivalent). Access to the Masters of Science courses is possible, where established in the academic regulations of the course, even with the possession of a certificate issued by the Academy of Fine Arts, the National Academy of Dance, by the National Academy of Dramatic Art, by High School specialized in Industrial Arts, Music Conservatories and Music Institutes.

**Curricular requirements:** graduation degree in clearly indicated subjects; quite specific knowledge in scientific areas and appropriate skills deeply checked by universities through procedures defined in the academic regulations. The duration of the course is normally of two years; however, the title is awarded at the achievement of the established 120 credits, regardless of the number of years of enrollment at University. Exclusively for access single-cycle courses, for which European Regulation do not require first-level university degrees, and for those programmes designed to have access to the legal profession, the only requirement for access is the high school degree or any other equivalent qualification obtained abroad, together with an adequate level of initial knowledge. The duration of the courses is usually 5 or 6 years. The title is awarded at the achievement of the established 300 or 360 credits depending on the programme, regardless of the number of years of enrollment at University. Master degrees shall be considered equivalent to a post-graduate degree (defined by the Italian Law, DM 509/99) and to degrees attributed by the precedent regulation previously in force to this ordinance.

#### *III Cycle - Post-graduate specialization Diploma (Academic qualification: Specialist)*

A postgraduate course aims to provide students with knowledge and skills to carry out particular functions and professional activities and can be established exclusively in application of specific laws or European Union directives.

**Admission requirements:** Master of Art (or Master of Science) degree or other qualifications obtained abroad and deemed adequate. Further requirements are established by specific laws and European Union directives.

#### *III Cycle - PhD (Academic qualification: Philosophy Doctor)*

The Doctoral courses and the achievement of its title are governed by national rules.

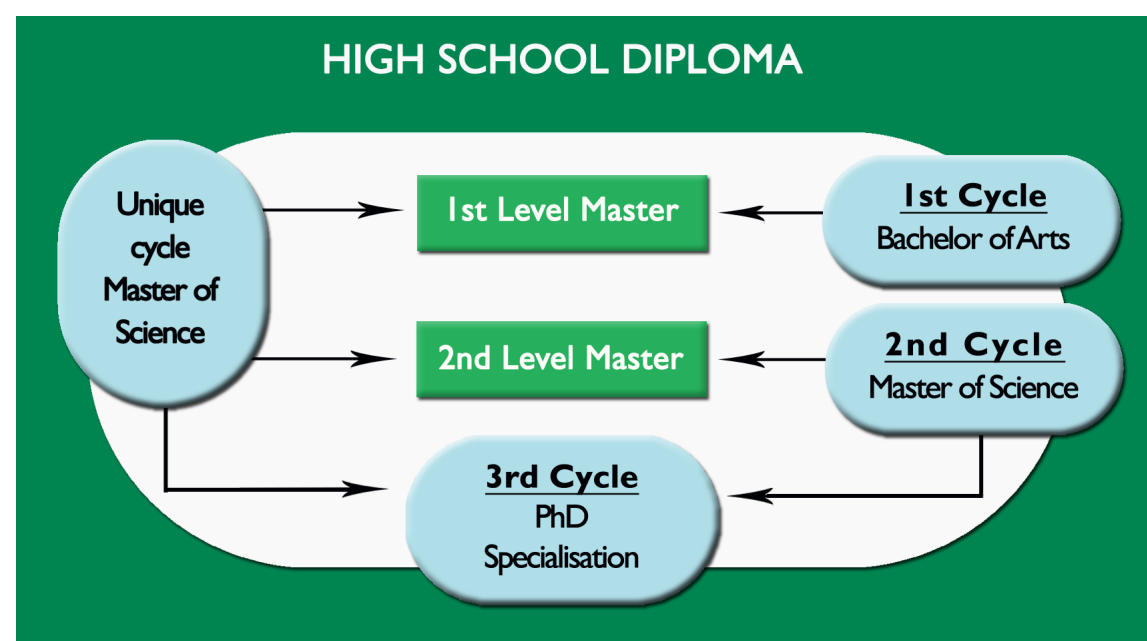
**Admission requirements:** Master of Art (or Master of Science) degree or other qualification obtained abroad and deemed suitable.

### **Ist and 2nd Level Masters**

The University offers advanced scientific courses providing high level and recurrent training as pre-professionalization paths towards future employments. Students may apply for these Masters after having been awarded the Bachelor degree (1st Level Master) or the Master of Science (or Master of Art) degree (2nd Level Master). The degree is awarded at the achievement of the established 60 credits. The minimum course duration is normally one year.

### **3. The University Credit System (CFU)**

A University credit is the measure of the learning activity of the student, equivalent by convention to 25 hours of average effort per student including a percentage reserved to personal study or other individual learning activities. The average yearly workload done by a full-time student is conventionally fixed and quantified in 60 credits. The credits corresponding to each educational activity are acquired by the student with the exam or other form of assessments. Knowledge and professional skills adequately certified by the teacher, will be recognized as university credits, according to the actual legislation, as well as other knowledge and skills gained through educational activities of post-secondary level to whose development and achievement the University has had an important role. The maximum number of credits achievable is fixed for each programme in its own teaching regulation.



Current legislation, however, sets the maximum number of credits as 60 for bachelor courses and 40 for Master degree courses. The activities that have been already assigned with credits during the bachelor degree cannot be recognized again.

### **4. New university educational facilities**

As a consequence of the University reform disciplined by law 240/2010 and implemented by the University in the new Statute, the following departments have been established:

#### **SCHOOL OF ECONOMICS**

*Via Columbia 2, 00133 Roma*

- Department of Economics and Finance
- Department of Management and Law

#### **SCHOOL OF ENGINEERING**

*Via del Politecnico 1, 00133 Roma*

- Department of Civil Engineering and Computer Science Engineering
- Department of Electronic Engineering
- Department of Enterprise Engineering "Mario Lucertini"
- Department of Industrial Engineering

#### **SCHOOL OF HUMANITIES AND PHILOSOPHY**

*Via Columbia 1, 00133 Roma*

- Department of History, Humanities and Society
- Department of Philosophy Literature Art

#### **SCHOOL OF LAW**

*Via B. Alimena 5, 00173 Roma*

- Department of Public Law
- Department of Private Law

**SCHOOL OF MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES**

Via della Ricerca Scientifica 1, 00133 Roma

- Department of Sciences and Chemistry
- Department of Physics
- Department of Mathematics
- Department of Biology

**SCHOOL OF MEDICINE AND SURGERY**

Via Montpellier 1, 00133 Roma

- Department of Health Systems
- Department of Biomedicine and Prevention
- Department of Clinical Sciences and Translational Medicine
- Department of Experimental Medicine and Surgery

**CHAPTER 2****ACCESS TO STUDY COURSES AND AVAILABILITY****I. Programmes Access**

In terms of accessibility, courses are divided as follow:

- Bachelor, Master of Science, one-cycle courses with **courses with number of available places programmed at national level** (Medicine, Medicine and Surgery, taught in Italian and English, School of Dentistry, Civil Engineering / Architecture and all courses for medical staff training , nursing, technical diagnostic and rehabilitation). An **Admission Test is mandatory** (except for some programmes taught in English).
- Bachelor, Master of Science, one-cycle Courses with **restricted access number programmed locally** (decided by the University in relation to courses for which the teaching order provides the use of highly specialized laboratories, of information and technology systems or other personalized study places). Also for these courses an **Admission Test is mandatory**.
- Master of Science/Arts degree Courses with **no number nor accessibility constraints**. For these courses an **EVALUATION TEST** (where provision is made by training announcements) with no selective effects but only knowledge checking purposes is required for admission.
- Degree Courses with **no number or accessibility constraints**. For these courses a mandatory **EVALUATION OF CURRICULAR REQUIREMENTS** and personal background is preliminary to the enrollment
- For the **one-cycle Master Degree in Law**, no admission test nor verification of curricular requirements is necessary.

**Please note**

For the one-cycle Master Degree Courses with number of available places programmed at a National level, an online registration is requested on the portal [www.universitaly.it](http://www.universitaly.it). For all the other Courses, an online registration is requested on the portal <http://delphi.uniroma2.it>, in order to access admission tests, assessment tests or curriculum evaluations. Some programmes taught in English, require applications to be submitted online on the course website.

**2. Available courses a.y. 2015/2016**

Below is a section about the programmes offered by the University for the academic year 2015/2016. For more information and updates please refer to “Offerta Formativa” section on [www.uniroma2.it](http://www.uniroma2.it) or the own Schools web-sites.

.....

**SCHOOL of ECONOMICS**

Via Columbia 2, 00133 Roma

[www.economia.uniroma2.it](http://www.economia.uniroma2.it)

.....

**BACHELOR DEGREE COURSES** (Curricular Evaluation)

- [Business Administration](#) (Economics and Management - Curriculum) - ENG (L-18) Business Administration
- [Global Governance \(Curricular Evaluation\)](#) - ENG (L-16) Administration and Organisation

**BACHELOR DEGREE COURSES**  
(Restricted Access Planned by the University)

- [Business and Economics](#) - ENG (L-33) Economics
- [Economics of Markets and Financial Intermediaries](#) - ITA (L-33) Economics
- [Economics and Management](#) - ITA (L-18) Business Administration
- [Economics](#) - ITA (L-33) Economics

**MASTER of SCIENCE DEGREE COURSES** (Open Access)

- [Economics of Markets and Financial Intermediaries](#) - ITA (LM-56) Economics
- [Economics](#) - ITA (LM-56) Economics

**MASTER of SCIENCE DEGREE COURSES**

(Curricular Evaluation)

- [Business Administration](#) - ENG (LM-77) Management
- [Economics](#) - ENG (LM-56) Economics
- [European Economy and Business Law](#) - ENG (LM-90) European Studies
- [Finance and Banking](#) - ENG (LM-16) Finance

**MASTER of SCIENCE DEGREE COURSE**

- [Economics and Management](#) - ITA (Restricted Access Planned by the University) (LM-77) Management
- [Economics](#) - ITA (Open Access) (LM-56) Economics

**SCHOOL of LAW**  
Via Columbia 2, 00133 Roma  
[www.iuris.uniroma2.it](http://www.iuris.uniroma2.it)

**ONE-CYCLE MASTER DEGREE (Open Access)**

- [Law \(5-years programme\)](#) - ITA  
LMG - 01 Law

**SCHOOL of ENGINEERING**  
Via del Politecnico 1, 00133 Roma  
[www.ing.uniroma2.it](http://www.ing.uniroma2.it)

**DEGREE COURSES (Open Access)**

- [Civil and Environmental Engineering](#) - ITA  
(L-7) Civil and environmental engineering
- [Building Engineering](#) - ITA  
(L-23) Civil Engineering
- [Internet Engineering](#) - ITA  
(L-8) Information Technology Engineering
- [Mechanical Engineering](#) - ITA  
(L-9) Industrial Engineering
- [Medical Engineering](#) - ITA  
(L-9) Industrial Engineering
- [Management Engineering \(\\*\)](#) - ITA  
(L-9) Industrial Engineering
- [Computer Engineering](#) - ITA  
(L-8) Information Technology Engineering
- [Electronic Engineering](#) - ITA  
(L-8) Information Technology Engineering

- [Ingegneria Energetica](#) - ITA  
(L-9) Ingegneria industriale

- [Engineering Sciences](#) - ENG  
(L-9) Industrial Engineering

(\*) Degree Course taught using both IT Systems and Professors Lectures

**MASTER OF SCIENCE DEGREE COURSES  
(Open Access)**

- [Civil Engineering](#) ITA  
(LM-23) Civil Engineering
- [Automation Engineering](#) - ITA  
(LM-25) Automation Engineering
- [ICT and Internet Engineering \(\\*\)](#)  
(LM-27) Telecommunications Engineering
- [Electronic Engineering](#) - ITA  
(LM-29) Electronic Engineering
- [Energy Engineering](#) - ITA  
(LM-30) Energy and Nuclear Engineering
- [Building Engineering and Construction Techniques](#) - ITA  
(LM-24) Energy and Nuclear Engineering
- [Management Engineering](#) - ITA  
(LM-31) Management Engineering
- [Computer Engineering](#) - ITA  
(LM-32) Computer Systems Engineering
- [Mechanical Engineering](#) - ITA  
(LM-33) Mechanical Engineering
- [Medical Engineering](#) - ITA  
(LM-21) IBiomedical Engineering



- [Environmental and Territorial Engineering](#) - ITA  
(LM-35) Environmental Engineering
- [Mathematical Engineering](#) - ENG  
(LM-44) Mathematical Modelling for Engineering

**ONE-CYCLE MASTER DEGREE COURSE**  
(Restricted Access Planned at National Level)

- [Civil Engineering - Architecture \(Five-year Programme\)](#)  
(LM-4) Architecture and Architectural Engineering

.....  
**SCHOOL OF HUMANITIES and PHILOSOPHY**

*Via Columbia 1, 00133 Roma*  
[www.lettere.uniroma2.it](http://www.lettere.uniroma2.it)  
.....

**DEGREE COURSES** (Open Access)

- [Sciences of Cultural Heritage](#) - ITA  
L-1 Cultural Heritage
- [Philosophy](#) - ITA  
(L-5) Philosophy
- [Humanities](#) - ITA  
(L-10) Humanities
- [Languages in the Information Society](#) - ITA  
(L-11) Modern Languages and Civilisations
- [Tourism Sciences](#) - ITA  
(L-15) Tourism
- [Education and Learning Sciences\(\\*\\*\)](#) - ITA  
(L-19) Education and Training
- [Communication Studies](#) - ITA  
(L-20) Communication

(\*\*) Courses taught using both IT systems

**DEGREE COURSES** (Restricted Access Planned by the University)

- [Modern Languages and Literatures](#) - ITA  
(L-11) Modern Languages and Civilisations

**MASTER DEGREE COURSES** (Open Access)

- [Archaeology, Philology, Literature and History of the Ancient World](#) - ITA  
(LM-2/LM-15) Archaeology/Ancient Philology, Literature and History
- [Direction and Management](#) - ITA  
(LM-50) Development and Management of Education Services
- [Philosophy](#) - ITA  
(LM-78) Philosophy
- [Italian Literature, Modern Philology and Linguistics](#) - ITA  
(LM-14/LM-39) Modern Philology/Linguistics
- [Modern Languages and European and American Literatures](#) - ITA  
(LM-37) Modern American and European Languages and Literature
- [Euro-American Languages and Literatures](#) - ITA  
(LM-37) Modern American and European Languages and Literature
- [Music and Performing Arts](#) - ITA  
(LM-45/LM-65) Musicology and Musical Heritage/Performing Arts and Multimedia Production
- [Cultural Tourism Planning](#) - ITA  
(LM-49) Tourism Development and Management
- [Information Sciences, Communication and Publishing](#) - ITA  
(LM-19) Information and Publishing Systems
- [History and Sources Studies](#) - ITA  
(LM-5/LM-84) Library Studies/History
- [Pedagogical Sciences \(\\*\\*\)](#) - ITA  
(LM-85) Education
- [Art History](#) - ITA  
(LM-89) Art History

(\*\*) Courses taught using both IT systems and professor lectures

**ONE-CYCLE MASTER DEGREE COURSES** (Open Access)

- [Conservation and Restoration of Cultural Heritage \(qualifying pursuant to Legislative Decree N. 42 of 2004\)](#) - ITA  
(LMR/02) Conservation and Restoration of Cultural Heritage

.....

**SCHOOL of MEDICINE and SURGERY**

Via Montpellier 1, 00133 Roma  
[www.med.uniroma2.it](http://www.med.uniroma2.it)

.....

**ONE-CYCLE MASTER DEGREE COURSES**

(Restricted Access Planned at National Level)

- [Medicine and Surgery \(6-year programme\)](#) - ITA  
(LM-41) Medicine
- [Medicine and Surgery \(6-year programme\)](#) - ENG  
(LM-41) Medicine
- [Dentistry and Orthodontics \(6-year programme\)](#) - ITA  
(LM-46) Dentistry and Orthodontics

**DEGREE COURSES**

(Restricted Access Planned at National Level)

- [Dietetics](#) - ITA  
(L/SNT-3) Health Professions for Technical Assistance
- [Professional Education](#) - ITA  
(L/SNT-2) Health Profession for Rehabilitation
- [Physiotherapy](#) - ITA  
(L/SNT-2) Health Profession for Rehabilitation
- [Dental Hygiene](#) - ITA  
(L/SNT-3) Health Professions for Technical Assistance
- [Nursing](#) - ITA  
(L/SNT-1) Nursing and Midwifery
- [Paediatric Nursing](#) - ITA  
(L/SNT-1) Nursing and Midwifery

- [Speech and Language Therapy](#) - ITA  
(L/SNT-2) Health Profession for Rehabilitation

- [Orthoptics and Ophthalmologic Assistance](#) - ITA  
(L/SNT-2) Health Profession for Rehabilitation

- [Midwifery](#) - ITA  
(L/SNT-1) Nursing and Midwifery

- [Podiatry](#) - ITA  
(L/SNT-2) Health Profession for Rehabilitation

- [Psychiatric Rehabilitation Techniques](#) - ITA  
(L/SNT-2) Health Profession for Rehabilitation

- [Hearing Aid Specialist](#) - ITA  
(L/SNT-3) Health Professions for Technical Assistance

- [Environment and Workplace Prevention Techniques](#) - ITA  
(L/SNT-4) Health Professions for Preventive Care

- [Cardiocirculatory and Cardiovascular Perfusion Techniques](#) - ITA  
(L/SNT-3) Health Professions for Technical Assistance

- [Biomedical Laboratory Techniques](#) - ITA  
(L/SNT-3) Health Professions for Technical Assistance

- [Neurophysiopathology Techniques](#) - ITA  
(L/SNT-3) Health Professions for Technical Assistance

- [Radiology, Imaging and Radiotherapy Techniques](#) - ITA  
(L/SNT-3) Health Professions for Technical Assistance

- [Orthopaedic Techniques](#) - ITA  
(L/SNT-3) Health Professions for Technical Assistance

- [Therapy of Childhood Neuro and Psychomotor Development](#) - ITA  
(L/SNT-2) Health Profession for Rehabilitation

**DEGREE COURSES**

(Restricted Access Planned by University)

- [Sport and Exercise Sciences](#) - ITA  
(L-22) Sports and Physical Education

**MASTER OF SCIENCE DEGREE COURSES**

(Restricted Access Planned at National Level)

- [Health Professions of Technical Sciences](#) - ITA  
(LM/SNT-3) Health Professions for Technical Assistance
- [Nursing and Obstetrics](#) - ITA  
(LM/SNT-1) Nursing and Midwifery
- [Health Professions of Rehabilitation Sciences](#) - ITA  
(LM/SNT-2) Health Profession for Rehabilitation

**MASTER OF SCIENCE DEGREE COURSES**

(Restricted Access Planned by the University)

- [Medical Biotechnology](#) - ITA  
(LM-9) Pharmaceutical, Veterinary and Medical Biotechnologies

**MASTER OF SCIENCE DEGREE COURSES**

(Open Access)

- [Physical Activity and Health Promotion](#) - ENG  
(LM-68) Sport Science
- [Science and Technology of Preventive and Adapted Exercise](#) - ITA  
(LM-67) Sport Science for Prevention and Rehabilitation
- [Science and Sport Practise](#) - ITA  
(LM-68) Sport Science

**SCHOOL of MATHEMATICAL, PHYSICAL  
and NATURAL SCIENCES**Via della Ricerca Scientifica 1, 00133 Roma  
[www.scienze.uniroma2.it](http://www.scienze.uniroma2.it)**DEGREE COURSES**

(Restricted Access Planned by the University)

- [Biotechnology](#) - ITA  
(L-02) Biotechnologies
- [Biological Sciences](#) - ITA  
(L-13) Biology
- [Materials Sciences](#) - ITA  
(L-30) Physics
- [Media Science and Technology](#) - ITA  
(L-35) Mathematics

**DEGREE COURSES**

(Open Access)

- [Chemistry](#) - ITA  
(L-27) Chemistry
- [Applied Chemistry](#) - ITA  
(L-27) Chemistry
- [Physics](#) - ITA  
(L-30) Physics
- [Computer Science](#) - ITA  
(L-31) Computer Science
- [Mathematics](#) - ITA  
(L-35) Mathematics

**MASTER OF SCIENCE DEGREE COURSES**

(Open Access)

- [Bioinformatics](#) - ITA  
(LM-6) Biology

- > [Molecular and Cellular Biology and Biomedical Sciences](#) - ITA  
(LM-6) Biology
- > [Evolutionary Biology, Ecology and Applied Anthropology](#) - ITA  
(LM-6) Biology
- > [Industrial Biotechnology](#)- ENG  
(LM-8) Industrial Biotechnologies
- > [Chemistry](#) - ITA  
(LM-54) Chemistry
- > [Physics](#) - ITA  
(LM-17) Physics
- > [Computer Science](#) - ITA  
(LM-18) Computer Science
- > [Pure and Applied Mathematics](#) - ITA  
(LM-40) Mathematics
- > [Science and Technology of Materials](#) - ITA  
(LM-53) Materials Engineering

### ONE-CYCLE MASTER OF SCIENCE DEGREE COURSES

(Restricted Acces Planned by the University)

- > [Pharmacy](#) - ITA  
(LM-13) Pharmacy and Industrial Pharmacy

### MASTER OF SCIENCE DEGREE COURSES

(Restricted Acces planned by the University)

- > [Science of Human Nutrition](#) - ITA  
(LM-61) Nutrition

## CHAPTER 3 PRE-ENROLLMENT REQUIREMENTS

For all the on-line procedures students must only connect to the following web site <http://delphi.uniroma2.it> or to the home page of the University> Students> online services to students> Registration, enrollment and student's career.

### I. How to participate to our admission tests

After reviewing the academic offer for AY 2015/2016 and the related announcements in the University web site at <http://www.uniroma2.it> (academic offer section), if the student wants to enroll to a programme with a restricted access number, defined at the national or local level, therefore to a Bachelor Degree course (1st cycle, 3-year programmes), Master of Science course (2nd cycle two-year programmes) or to a single-cycle Degree Course (lasting 5 or 6 years) the student must pass an **ADMISSION TEST** in order to enroll.

#### Instructions:

1. Go to the Online Services website: <http://delphi.uniroma2.it>;
2. Select Students Area , Key I> subscription to admission tests> fill in the application form for admission test, then enter the required data. A request and a bulletin containing a code (CTRL) will be produced by the system;
3. **Print** the request (to be always preserved by the student) and the “bollettino” (invoice) relative to the contribution for participation to the admission tests;
4. **Pay** the contribution due at any UniCredit Bank Office, and the receipt released by the office, will issue a confirmation code (AUTH);
5. **Log in** again to the Online services web site and enter the payment data (codes CTRL and AUTH), to validate the registration for the admission test.

#### Important:

- The online validation of the **payment is mandatory** to participate to the admission test;
- Only after having passed the entrance test for a programme with restricted admission number the student can enroll following the instructions on registration procedures (Chapter 4).

## 2. How to apply for the “Evaluation test”

If the student wants to enroll to a Bachelor Degree Course (1st cycle – 3-year programme) with no accessibility number constraints, with an EVALUATION TEST as a tool to verify acquired knowledge, the student must register and sustain the above mentioned test.

### Instructions:

1. Go to the Online-Services website: <http://delphi.uniroma2.it>.
2. Select Students Area , Key I > Registration for mandatory testing for assessing the initial preparation > compile the relevant application and enter the information requested; The system will provide students with a request form and a bollettino (please mind the CTRL code on the bollettino);
3. **Print** the application (to be retained) and the bulletin relative to the contribution for participation in the evaluation test;
4. **Pay** the contribution due at any UniCredit Bank Office, the receipt released by the bank will report a confirmation code (AUTH);
5. **Log in** again to the Online services web site and enter the payment data (codes CTRL and AUTH), to validate the registration to the Test.

### Important:

- The online validation of the **payment is mandatory** to join the assessment test.
- Only after having passed the assessment test the student can enroll, following the instructions regarding registration referred to in Chapter 4.

## 3. How to apply for the “Curricular requirement evaluation”

After having checked the academic offer for a. y. 2015/2016, if the student wants to enroll to a Master of Science Degree Course (II cycle - lasting two years) with no access restrictions, the student must apply for the mandatory CURRICULAR EVALUATION.

### Instructions:

1. Go to the Online Services website: <http://delphi.uniroma2.it>;
2. Select Students Area, Key I > request for verification of curricular requirements >

3. Select key A “fill the demand,” choose the Macroarea and the Master of Science Course that the student prefer;

4. **Enter** all required data (degree achieved, examinations, training courses, work activity, if any etc.);

5. **Write down** the CTRL code that will serve the student to re-enter the menu and change, delete or re-print the request form ;

6. After having taken note of the student CTRL code, **print the application** (it must be preserved by the student) with a list of the exams declared, and the bulletin for the contribution fee for the verification of the curricular requirements;

7. **Pay** the contributions due at any UniCredit Bank Office, the receipt released by the bank will report a code confirmation (AUTH);

8. **Log in** again to the Online Services web site and insert payment data (codes CTRL and AUTH), for validation.

The student application will be transferred online to the competent Course Council. After the expiry of the deadline for applications submission, the Course Council will deliberate on the documents uploaded by the student, issuing a Formal Acceptance Letter in order to enroll or a negative response (in this case the candidate is to be considered rejected). The candidates will be able to verify the result of the evaluation at <http://delphi.uniroma2.it>.

### Important:

- Only after having obtained the “Nulla Osta” issued by the Study Course after a prior evaluation of the qualifications held by the student, he/she may start the enrollment procedure (Chapter 4).

## CHAPTER 4 ENROLLMENT

### I. How to enroll

It is possible to proceed with the ENROLLMENT when:

- The student passed the admission test (for Courses with limited admission number);
- The student has received a Formal Acceptance Letter from the Admission Board (in case of Curricular Evaluation);
- Entering the Bachelor Degree Programme is not structured on a mandatory test;
- The student wants to enroll to the one –Cycle Degree in Law (duration 5 years).
- The student has sustained the evaluation test for degree courses with no number nor accessibility constraints
- The student is in possession of the “Nulla Osta” for the enrollment to a Master of Science course with open access.

**PLEASE NOTE: The simultaneous registration in more than one University and in more Programme is strictly forbidden.**

#### □ ENROLLMENT PROCEDURE

**A. On-line Enrollment and payment** of the FIRST INSTALMENT and contributions validation within November 5th 2015 or by the deadline specified in warnings / competition announcements :

First of all, students are required to fill a questionnaire on the web site <http://www.quest.uniroma2>. A Questionnaire Code (CQ) that should be reporting during the fee payment validation, will be released by the system (so please do not miss it). The CQ is valid for five days after the date of completion of the questionnaire, later than the student will have to remake the questionnaire. Then:

1. Go to Online Services website <http://delphi.uniroma2.it>;
2. Select Students Area and then select “Enrollment/Registration”;
3. Select “Fill the enrollment application”;
4. Read all the instructions carefully;
5. Fill in the enrollment application: first of all choose between Degree “in presence” or “at distance” (online courses), thus selecting your programme and entering the required data.

6. Print the bollettino (bank bulletin) for the first instalment payment;
7. Pay the fee at any UniCredit Bank (the payment has to be made in cash or with credit card\*);
8. Log in again to the Delphi and enter the payment codes (CTRL and AUTH reported in the bank receipt, and the Questionnaire Code) in order to validate the payment. This being accomplished, the student will obtain the student matricola number and the student password (to log in to the online services of the University: e-mail, successive fee payment, exams call booking etc.);

\*It is possible to pay with credit card on the following webpage <https://online-retail.uni-credit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=vergata&action=pag>

### B. Bring documents to the Students Secretary Office

After having validated the payment, the student must bring the following documents to the Students Secretary Office:

- The enrolment request , to be signed at the time of presentation, with a passport-size photo;
- Two passport-size photos identical to the one attached in the request form;
- Copy of a valid identification document;
- Copy of the payment receipt (except those who are entitled to exemption from payment of total university fees);
- The student matricola number;
- The Students Secretary Office will provide the student with a “libretto”. Students will always have to keep it with them to register an exam. It is also a proof that the student are enrolled to Tor Vergata.

**IMPORTANT: Payment validation and handling of such documentation to the Students Office are essential to be considered enrolled.**

After the registration, and anyway within 31st of December 2015 students should contact the Tax Assistance Centers (CAF) affiliated with the University and listed on the University website (click on ISEE-U TOR VERGATA), to obtain the ISEE-U in time, as it is necessary to pay the second installment of the tuition fees expiring on 31st March 2016. (see [Chapter 6: University fees](#)).

**PLEASE NOTE: Enrollment to Master of Science programmes is allowed even if the Academic Year has already started, provided that the student is on time for a profitable course attendance in accordance with the rules established in each programme’s regulation.**

The **students with a disability equal to or greater than 66% or a recognition of disability under article 3, paragraphs 1 and 3 of the law 5 February 1992 n. 104, must certify it at the moment of the enrollment in order to be partially or totally exempted. He/she will then have to follow the same procedure describe here over about the enrollment. Students must bring all the documents issued by the competent authorities certifying the state of disability (\*) to the “Segreteria Tecnica della Commissione per l’Inclusione degli Studenti con Disabilità e DSA (CARIS)” at via Politecnico, 1 (School of Engineering).**

**After That:**

- a) The CARIS will check the afore-mentioned documents and send an e-mail to the students’ Faculty Offices stating the status of the disability, together with the relevant documentation;
- b) The Students Secretary validates the disability condition by selecting one between “temporary” disability or “permanent” disability (\*\*);
- c) The student can then proceed with the enrollment entering the Delphi online system, section online management career -> tuition and fees. He/she will be provided with a bulleting with the sum of zero. It will have to be validated in any case on the online system.

(\*) In case the student submits a missing or unsuitable documentation, as verified by the Student Office, the student will be eventually required to pay both first and second installment, for the maximum rate of university fees.

(\*\*) In case of “permanent” disability, the student will find the invalidity box already ticked in all the operations he/she will do on the Delphi System. In case of “temporary” disability, the student will have to repeat the procedure each academic year.

For further information please check chapter 6, paragraph 8.

## 2. Enrollment after transfer from a different University (incoming)

This section is intended for incoming students who plan to move from another University to a Course (often shorted as CdS in Italian) provided by University of Rome Tor Vergata. Important: for deadlines of each of the following steps read carefully the information posted on the School web-site of the course the student wants to transfer to.

### Preliminary Step (when requested)

Before the transfer request it may be necessary:

**A.** Make the *Nulla Osta* request for the transfer that will be granted by the Study Course after a prior evaluation of the qualifications held by the student (eg. exams sustained in another university) following the instructions below:

1. Go to the Online Services website: <http://delphi.uniroma2.it> and select Students Area > Key number 2 - Transfer from another university (incoming)
2. Select “Request NULLA OSTA to the transfer (prior assessment of student qualifications)”
3. Type “Fill the demand for valuing qualifications relative to the “Nulla Osta” for the incoming transfer”; 4. Select the chosen programme;
5. Complete the request by entering data required and listing all sustained exams;
6. Click “Next” and on the next page write down the CTRL that will serve to re-enter the menu and edit, delete or reprint the request.
7. Click to print: the request with all the provided declarations will be printed, a bulletin with ZERO amount and the receipt of automatic validation with the assigned protocol

- The request will be filed by the Course Council for the transfer allowance.
- It is necessary to wait for the Course Council to evaluate exams and qualifications reported in the application: an email with the outcome of the procedure will be sent.

**B.** In case the student has taken the **admission test** and won the selection or has taken the Assessment Test, he/she needs to go back to the Online Services front page: <http://delphi.uniroma2.it> and select button 1 > enrollment to admission tests / Test evaluation (see Chapter 3).

### Next Step (from August 1st 2015 to December 31st 2015)

The student can fill the “Incoming Transfer Request” only when:

- If the student got the “Nulla Osta” about the transfer issued by the chosen Study Course;
  - If the student won the expected test to have access to the course of studies with limited number of students;
  - if the student chose an open access programme that does not require a “Nulla Osta”.
- At the same time, the student can present to the University from which the student are doing the transfer the request for outgoing transfer, according to the relevant procedures and no later than 31st of December 2015. That University will send to Tor Vergata the discharge papers related to the student’s career.

**Deadline: From August 1st 2015 to December 31st 2015, except for what specifically provided by the teaching regulation of each programme.**

1. Go to the Online Services website: <http://delphi.uniroma2.it> and select Students Area > Key number 2 - Transfer from another university (incoming) > type “Transfer-in request” and fill out the application, selecting the Macroarea and related programme;
2. Enter the required personal data (if the student insert the CTRL of the previous “application for valuing qualifications related to Nulla Osta for transfer all data previously entered are recovered);

3. Print the transferring request with its CTRL code and keep it carefully;
4. Confirm the transfer-in request by typing the key b.2 “confirm the demand for transfer”: IF THE STUDENT DO NOT ACCOMPLISH THE LATTER OPERATION THE TRANSFER REQUEST WILL NOT BE SUBMITTED TO THE STUDENTS’ SECRETARY;
5. Present to the previous University the transfer request minding deadlines and procedures.

- Check the TRANSFER STATUS reconnecting to the on-line services web site: <http://delphi.uniroma2.it> - Students Area > Key 2> Transfer from another University > Enter key b “Application for transfer-in”> select button b.5 “Check the status of the transfer application” and insert Fiscal Code and CTRL.

- When the Delphi shows “the student transfer request has been accepted,” it means that the Students Secretary has received by mail the discharge papers by the University of origin and the *nulla osta* / qualifications check has been released ,so that the student can now proceed with the **final enrollment step**.

**PLEASE NOTE:** It is possible to enroll directly from “Check status of the transfer” section.

**Final phase (Enrollment Application following the accepted transfer )**

When the transfer process is completed (when the Admission Office has received discharge papers from the University of origin) the student can proceed to the enrollment following the instructions below:

**A. Online ENROLLMENT and payment of the FIRST INSTALLMENT tuitions and fees validation:**

First of all fill the evaluation questionnaire reported on the website [http:// www.quest.uniroma2.it](http://www.quest.uniroma2.it) A Questionnaire Code (CQ) that should be added during payment validation will be released .The CQ is valid for five days from the date of completion of the questionnaire, after which the questionnaire will have to be filled again. And then:

1. Go to the Online Services website: <http://delphi.uniroma2.it>;
2. Select Students Area, Key number 2 Enrollment;
3. Select “Fill the enrollment application”
4. Read all the instructions carefully;
5. Fill in the enrollment application, choose between courses held in presence or at distance (online courses), thus indicating the Study Course of interest and simultaneously

entering the required data. If the student want to pay the second installment in a single amount please select the relative option;

6. Print the bulletin for the payment of the first installment;
7. Make payment at any UniCredit Bank Office ;
8. Log in again to the Online services website and enter the payment codes (CTRL, AUTH reported in the Bank receipt and the CQ) to validate the payment made.After this procedure the student will obtain a *matricola* number and a password;
9. Keep *matricola* and password that will be used later on, to have access to University services (e-mail, installments payment, list of registered exams, exams , reservations etc.).

It is possible to make the **on-line payment** of the amount due for university fees logging at the following Unicredit website <http://www.unicredit.it> > Online services> online Payment > tuition fees> University of Rome Tor Vergata.

**B. Documents to the Students Secretary**

Once the payment has been validated, the student must bring to the competent Students’ Secretary the following documents:

- the enrollment request (to be signed) with a passport-size photo applied in the space provided in the application form
- two passport-size photos identical to that applied in the enrollment request
- copy of a valid identification document
- copy of the payment receipt (except for those students who are entitled to exemption from payment of total university fees)
- part of the paper generated during the validation of the payment containing the *matricola* number .This part of the paper is marked with the following sentence:“to be delivered to the Student Secretary Office;
- the Student Services Secretary will give the student the “*libretto*”.

**VERY IMPORTANT:**The payment validation and the delivery of such documentation to the Students Secretary is mandatory to be considered as enrolled.

After the enrollment and, in any case, within 31st of December 2015, students should contact Tax Assistance Centers (CAF) affiliated with the University and listed on the University website (click on ISEE-UTor Vergata to find them all), to obtain the ISEE-, necessary for the second installment whose expiration date is the 31st March 2016. (see Chapter 6.University fees).

**PLEASE NOTE:** Deadlines for first installment payment and for the ISEE-U are not to be considered by students asking for transfers after the deadline.



- If the student moved from another university the student must pay all university taxes and contributions required to enroll to this university, even if the student have already paid the enrollment fee at the previous University.
- The regional contribution is due if the student moved from a University based outside Lazio Region.

### 3. Enrollment with career abbreviation

This section is for those students who already have a Bachelor Degree or other equivalent qualification which could be taken into account for admission to years following the first one. This is made possible thanks to the recognition of university credits (CFU) acquired during the previous programme.

**Important:** For the access requirements to courses and peculiarities concerning enrollment with career abbreviation procedures read the announcements/warnings /information about the course of interest in the study offer available at the home page of the university website.

#### Preliminary Steps

Before asking for enrollment with course abbreviation, depending on the teaching regulation for the course chosen, it may be necessary:

**A.** To require a prior evaluation of qualifications held by the student (e.g. Exams taken in another university) follow these instructions:

1. Go to the Online Services website: <http://delphi.uniroma2.it> and select Students Area > Key 2 - select “Enrollment with course abbreviation;”
2. Select the interested Faculty and the course chosen;
3. Complete the application by entering requested data;
4. Select “Degree” to add data concerning the degree or the qualification that the student want to be recognized by completing all the required fields;
5. List all exams incurred;
6. Click “Next” on the next page and write down the CTRL key that will be used to return to the main menu and edit, delete or re-print the application. Click to print it, the request with all declared data, a bulletin (invoice) with ZERO amount and the receipt of automatic validation with the assigned protocol number will be printed. All the documents must be carefully preserved.

- The request will be filed to the Course Council for enrollment approval.
- The student need to wait for the course council to evaluate exams and qualifications indicated in the application: an email with the outcome of the procedure will be sent to the student.

**B.** In any case, according to the information in the relative announcement /warnings, the student have to do the admission test/assessment test or validation of curricular requirements. In this case go to the home page of Delphi website and type Key 1 – admission tests, assessment tests, curricular requirements validation (see chapter 3 about “Preliminary enrollment fulfillments”).

#### Next Steps (Enrollment with career abbreviation)

Only in this cases: - Having received the qualifications assessment by the chosen study course; - If the student won the contest scheduled to access the programme with restricted number of students – if the student chose an open access programme that does not require a prior requirements evaluation, is it possible to **immediately fill the “Enrollment request” with career abbreviation.**

#### ENROLLMENT PROCEDURES

**A. On-line enrollment and payment of the FIRST INSTALMENT/validation of taxes and contributions within November 5th 2015 or by the deadline specified in the warnings /competition announcements:**

The evaluation questionnaire on the following website [www.quest.uniroma2.it](http://www.quest.uniroma2.it), a Questionnaire Code (CQ) will be released, it should be added during the payment validation. The CQ is valid for five days from the date of completion of the questionnaire, after which it will have to be refilled. Then:

1. Go to the Online Services website: <http://delphi.uniroma2.it>;
2. Select Students Area, Key 2 “Enrollment” ;
3. Select “Fill the enrollment application”
4. Read all instructions carefully;
5. Fill in the enrollment application, choose between courses in presence or at distance (online courses), thus indicating the Study Course of interest and simultaneously entering the required data. If the student want to pay the second installment of university fees in a single amount rather than in two solutions select the relative option;
6. Print the bulletin for the payment of the first installment;
7. Make payment at any UniCredit Office;

8. Log in again to Online services website and enter the payment codes (CTRL,AUTH reported in the bank receipt and the CQ) to validate the payment made. The student will obtain a “matricola” number and a password;
9. Keep “matricola” and password , they will be used successively to have access to the University services (e-mail, installments payments, list of sustained exams, exams reservations etc.).

It is possible to make the **online payment** of the amount due for university fees going to the following Unicredit website <http://www.unicredit.it> > Online services> on-line Payment >tuition fees> University of Rome Tor Vergata.

### B. Presentation of documents to the Student Secretary Office

Once the payment has been validated, the student must bring to the Students Secretary:

- The enrollment application, to be signed when presented at the students secretary with a passport-size photo applied in the space provided on the application form;
- Two passport-size photos identical to that applied in the application;
- Copy of a valid identification document;
- Copy of the payment receipt (except for those who are entitled to the exemption from payment of total university fees);
- Part of the paper generated by the validation of the payment containing the “matricola”. This part of the paper is marked as “to be delivered to Student Office”, the Student will be given the “libretto”;
- Self-certification in accordance to the Presidential Decree 445/2000 with exams, grades, dates, disciplinary scientific sectors (SSD), credits (CFUs), graduation mark and any other useful documentation for the exams recognition (ex. Examination Programmes).

#### **PLEASE NOTE:**

The module “self-certification of qualifications” is available from: [www.uniroma2.it](http://www.uniroma2.it) > Student Secretaries > Macroarea Student Services Secretary > see at the bottom of the page “Before going to the Student Office fill and print the form provided in the section “Attachments”. The Student Services Secretary will give the student the “libretto”.

**IMPORTANT: The payment validation and the delivery of such documents to the Students Secretary are necessary in order to be enrolled.**

After the enrollment and no later than 31st December 2015 students should contact the Tax Assistance Centers (CAF) affiliated with the University and listed on the University website (click banner ISEE-U Tor Vergata), to obtain the ISEE-U necessary to

pay the second installment which expires on 31st of March 2016. (see Chapter 6 “University fees”).

<http://ISEE-U.uniroma2.it/indirizzi-e-i-numeri-telefonici-e-orari-di-ricevimento-degli-sportelli-caf-convenzionati/>

### 4. International students enrolment (or Italian students with Degree awarded abroad)

**EU Citizens** wherever resident, and the non-EU students, legally residing in Italy (art. 26 L. 189/2002 Italian Law) , are allowed to enroll in **Bachelor or Master Degree courses and one-cycle Master of Science Degree courses** under the same conditions as Italian citizens. The student must hold an High School Diploma and have a certified overall duration of at least twelve years of scholar education, which allows the access to University System in Italy.

This qualification should enclose an official Italian translation of the Diploma, a legalization and declaration of value issued by the Italian Embassy (see the instructions on [www.uniroma2.it](http://www.uniroma2.it), INTERNATIONAL STUDENTS section). The listed documents have to be issued by the Italian Authorities of the country the student obtained his/her Diploma from (and not the student’s own country ones).

Once at Tor Vergata and at the time of enrollment, non-EU citizens are requested to provide our competent duty officers with a copy of a valid residence permit.

A written admission test is mandatory to be admitted to some programmes (procedures are shown in their calls), but most of the programmes taught in English at Tor Vergata, require students to pass a curricular evaluation instead of a written test. For further information please visit the course webpages, available on [www.uniroma2.it](http://www.uniroma2.it) (INTERNATIONAL STUDENTS section).

#### **International Students Office**

The international students office is available to support and give further information:

#### **Office Hours:**

Monday 9 am / 12 pm

Wednesday 9 am / 12 pm; 2 pm / 4 pm

Friday 9 am / 12 pm

#### **Contact:**

email: [studenti.stranieri@uniroma2.it](mailto:studenti.stranieri@uniroma2.it)

phone: 0039 06 7259 2566 (or 2567)

The **Non-EU citizens** living abroad can find information about enrollment procedures in the University's website [www.uniroma2.it](http://www.uniroma2.it). It could be done also by sending an e-mail to the following address [studenti.stranieri@uniroma2.it](mailto:studenti.stranieri@uniroma2.it) or addressing the counter "International Students" located in the Student Office building atrium, Rector building, on the following days: Monday, Wednesday and Friday from 9 am to 12 pm – Wednesday from 14.00 to 16.00.

#### **Foreign Academic Qualification Recognition**

EU citizens wherever resident, non-EU citizens legally residing in Italy and Italian students holding a foreign degree might apply for an academic qualification recognition, submitting an official request to the Rector accompanied by all the needed documentation. The request has to be submitted at the International Students Office and the recognition can then be used only for academic reasons.

Non-EU citizens residing abroad have to submit the required documentation via any competent Italian diplomatic Consular Representation.

For further information please visit the course website, available on [www.uniroma2.it](http://www.uniroma2.it) (INTERNATIONAL STUDENTS section).

#### **Foreign Diploma Recognition**

The EU citizens ,wherever resident, non-EU citizens regularly resident in Italy and the Italian citizens holding a foreign Degree who wish to seek recognition for a certain academic qualification awarded by the University of Rome Tor Vergata, must submit to the Foreign Students Office this request, addressed to the Rector and attached with all documentation.

For all information see: <http://goo.gl/v3mgkv> or contact the Secretary of the **International Students Office**: Tel.0672592566 email [studenti.stranieri@uniroma2.it](mailto:studenti.stranieri@uniroma2.it)

The non-EU citizens resident abroad are required to submit the application, including all documentation required, through the Italian Diplomatic-Consular Representation situated in their country or in the foreign country of last residence , that must receive these documents within the time limits established annually by the MIUR provisions relating to registrations of foreign students.

### **I. Enrollment to following years**

To register follow the instructions listed below. For online registration a simple Internet connection is required.

PROCEDURE FOR ENROLLMENT TO YEARS FOLLOWING THE FIRST ONE:  
**A. Enrollment to years following the first has to be made on-line. Payment of the first installment and validation are to be carried out within November 5th 2015.**

1. Go to the Online Services website : <http://delphi.uniroma2.it>;
2. Select Students Area , Button3, " Enrollment to second and subsequent years"; Insert "matricola" and password;
3. Change or confirm the existing data for the subsequent payment. If the student want to pay the second installment of university fees in all at once rather than in two solutions Select the relative option;
4. Print the bulletin for the payment of the first installment and the request to be retained in case of inspection;
5. Pay the bulletin (invoice) at any UniCredit Bank;
6. Log in again to Online Services and validate the payment inserting the CTRL and AUTH code reported in the bank receipt.

Use only and exclusively the bulletin (invoice) generated during registration procedure. Any other amount paid in any other form (ex. using the direct transfer or a copy handled by a friend) could not be accepted for enrolment and will not be refunded.

It is possible to make the online payment due for university fees through the Uni-credit website <http://www.unicredit.it> > Online services> online Payment > tuition fees> University of Rome Tor Vergata;

**PLEASE NOTE:** The online payment validation is essential to be enrolled.

Before enrolling and no later than 31st of December 2015, the students should contact the Tax Assistance Centers (CAF) affiliated with the University and listed on the University website (<http://ISEE-U.uniroma2.it/indirizzi-e-i-numeri-telefonici-e-orari-di-ricevimento-degli-sportelli-caf-convenzionati>), to obtain the **ISEE-Università** finalized to pay the second installment which expires on 31st March 2016. (see Chapter 6 "Taxes and university fees").

**TOTAL OR PARTIAL EXEMPTION FROM FEES PAYMENT:**

The student who is in condition to demand the total or partial exemption from the payment of tuition fees will have to submit the ISEE-U model at any CAF listed on the following webpage before completing the application form:

<http://ISEE-U.uniroma2.it/indirizzi-e-i-numeri-telefonici-e-orari-di-ricevimentp-deg-li-sportelli-caf-convenzionati>

Students with disabilities equal to or greater than 66% or a recognition of disability under articles 3, paragraphs 1 and 3 of the law 5 February 1992 n. 104 to be totally exempted from paying university fees do not have to go to the CAF. They indeed have to bring all the documents issued by the competent authorities certifying the state of disability (\*) to the Segreteria Tecnica della Commissione per l'Inclusione degli Studenti con Disabilità e DSA (CARIS) at via Politecnico, 1 (School of Engineering).

After that:

- a) The CARIS will check the afore-mentioned documents and send an e-mail to the Students Offices stating the status of the disability, together with the relevant documentation;
- b) The Students Secretary validates the disability condition by selecting one between “temporary” disability or “permanent” disability (\*\*);
- c) The student can then proceed with the enrollment entering the Delphi online system, section online management career -> tuition and fees. He/she will be provided with a bulletin with the sum of ZERO. It will have to be validated in any case on the online system.

(\*) In case the student submits a missing or unsuitable documentation, as verified by the Student Office, the student will be eventually required to pay both first and second installment, for the maximum rate of university fees.

(\*\*) in case of “permanent” disability, the student will find the invalidity box already ticked in all the operations he/she will do on the Delphi. In case of “temporary” disability, the student will have to repeat the procedure each Academic Year.

For further information please check chapter 6, paragraph 8.

**2. Deferral in enrollment deadlines for graduating students (“Domanda cautelativa”)**

If the student intend to graduate in the winter session or in the last useful session of year 2014/2015, a favorable provision allows the student to defer the enrollment to the academic year 2015/2016.

Deadline: The interim request must be submitted by 31th December 2015.

**Instructions:**

1. Go to the website <http://delphi.uniroma2.it>, select Students Area;
2. Type key 3, “Enrollment to subsequent years” and enter registration number and password;
3. Fill in the application form by entering all the required data;
4. Check the box “interim request “/”deferral of enrollment terms”.

**PLEASE NOTE:**

- In case the student have not made use of this rule (thus the student did not sign the box “Interim request”/”Deferral in enrolment terms”) and the student proceeded with the payment of tuition fees for the academic year 2015-2016 the student can ask for return by January 29th 2016 through an appropriate request to be delivered to the competent Student Secretary, after the deadline expiry, the student will have to pay also the second installment and the student may graduate from the first useful session of A.Y. 2015 / 2016.
- If, despite having submitted the interim request, the student did not graduated within the last call of the winter session or within the last session of the academic year 2014/2015, the student must pay the tuition fees (first and second installment) by June 8th 2016. After this date the student will have to pay a delay payment of € 100.00.
- The online procedure generates two “bollettino” which can be downloaded by clicking on “cancel interim request. The second “bollettino” can be downloaded only after having paying the first one! The student have to pay both of them!
- Even if the student have submitted the interim request, the student must go to an affiliated CAF to obtain the ISEE-Università declaration (Indicator of Equivalent University Economic Situation) for the purposes of calculating the amount of the second installment, on the grounds that, if the student do not succeed in graduating in time, the student will have to pay the highest tax rate (see Chap. 6 “Taxes and Tuition fees “and Chap. 7 Degree examination).

### 3. Enrollment as part-time student

#### Who is allowed to enroll as part time student

Reasons related with work, family, medical diseases and similar matters, may let the student decided that he/she is not able to spend the planned 1500 hours per year (defined as standard study commitment, in terms of study and course attendancy), the student can choose to make the part-time enrollment. Students who have not passed all the required exams within the prescribed period of time are not allowed to chose this option for their career.

#### When to chose the part-time option

It is possible to require tthe part-time option at the beginning of each academic year ,after having registered or enrolled to subsequent years.The deadline to chose the option for both students enrolling for the first time and for those who are enrolling to subsequent years , is December 31st 2015. Note that the transition from part-time to full time and vice versa is allowed only once during a student's career. Important:The option is not reversible during the year.

#### Normal length and settled length

It is possible to request the part-time option upon enrollment and settle a formation path of longer than normal duration but no longer than the double of the normal one. If, instead, the part-time option is made during the enrollment to subsequent years to the first one, the student can make an agreement upon a training course lasting no more than twice the expected remaining years for graduation, in accordance with any limitations on the maximum and minimum duration provided by unique cycle courses. If the student opted for part-time, though he/she still has to pay the first installment, the student is allowed to pay a reduced second installment.

Important:The part-time option cannot change the normal duration of the course for years redemption for pension purposes: on the certificates it will be shown the “normal” course length valid for legal purposes as well as the actual duration “agreed” under the part-time status.

#### Reduced fees for part-time option

Part-time option	% of reduction
At the first enrollment	25%
At second year enrollment	20%
At third and successive years enrollment	15%

#### How to apply to the part-time option

After having enrolled to the first or to subsequent years, after having validated the payment of tuition and fees:

1. Go to Online Services website: <http://delphi.uniroma2.it>, Select Students Area>Button3 “Registration as a part-time student”.
2. Fill the online application for part-time option .

The request will be received by the appropriate Student Office which will monitor the reliability of the information before sending it to the competent Course Council. The Board will, in fact, decide whether to approve the request for the part-time option as well as defining the specific training and possible curriculum settlement. Once the comptent Students Secretary has received the Course Council decision, the student will be called to sign the contract and to delivery to the Students Secretary the following documents, certifying the possession of the following requirements necessary to have access to the status of “part-time student”:

- copy of the employment contract or employer declaration or IVA (for students who, being contextually engaged in an employment subject to a minimum duration of one year or being freelancers , have no time to devote themselves to a full-time study commitment)
  - certificate of dependency or certificate of health status of a student family member (in case of students not occasionally engaged in taking care of their relatives who are dependents because of serious health problems (parents, in-laws ,sons, brothers and sisters and partner);
  - certification of the student's state of health (in case of students suffering from diseases that prevent a full-time commitment to study);
- documents attesting personal conditions related to one of the above mentioned requirements (in case of students who duly document personal conditions related to cases above mentioned ). For **more information**, consult the Regulations for students who opt for Partial time: [www.uniroma2.it](http://www.uniroma2.it) > The Campus > Official Bulletin of the University >Regulations.

### 4. Enrollment to a single course

For the purpose of professional development, curricular integration or cultural enrichment, it is possible to apply for enrollment to single courses taught both in a bachelor degree course or in a master of science degree course of the University, without being enrolled in the same course but just supporting the normally required final exam and receiving formal certification, for students that:

- are enrolled in foreign universities;

- students enrolled in other universities within the country, after getting the necessary authorisation;
- by the attending University or under implementation of specific agreements reached;
- are graduates or are in possession of the qualification required for the enrollment in the graduate courses of the University;
- are graduates but not in possession of the necessary academic requirements for admission to a master of science course, in order to incorporate these requirements as prescribed by the competent course Commission .

The University Bodies annually fix the amount of the contributions due to single courses registration with the exception of foreign students joining programmes of interuniversity mobility. It is not permitted to students enrolled in a graduate programme of the University to simultaneously enroll to course taught for a fee covered by this Article.

The individual courses are subject to the same general or special discipline defined by regulations of each Department, in particular for what concerns the frequency. Any exceptions to the prerequisites may be authorized by the competent teaching facilities.

The number of courses that can be annually attended by part-time students is defined on a reasoned proposal of the courses of study, after evaluation of the sustainable teaching load.

It is not possible to enlarge benefits granted to students enrolled in courses taught at Tor Vergata University to students enrolled to single courses, except for students with disabilities, and for international students under interuniversity mobility programmes.

Before registering, the student need to handle to the Students Secretary where the student want to attend individual the following documents (within the starting date of the semester):

- Enrollment Application to the Secretary of the School where the student intend to attend the course;
- € 16.00 tax Stamp (marca da bollo);
- Nulla Osta for the programme by the University of origin, if the student are enrolled in other universities not under convention;
- Receipt of payment:
  - for teaching courses activated at the Economics, Law, Humanities and Philosophy Schools: EUR 20.00 for each lesson that the student want to attend;
  - for teaching courses activated at the Engineering, Medicine and Surgery, Mathematical Physical and Natural Sciences Schools: EUR 30.00 for each lesson that the student want to attend;
  - for graduates who have to integrate the curricular requirements necessary to entry

## CHAPTER 6 FEES AND TAXES

### I. Taxes and deadlines

Tuitions and fees are to be paid as follows:

1. The **first installment**, which consists in an amount equal for every student, must be paid during the first registration within November 5th 2015. Students paying after that deadline will be fined with an extra-fee.

Late payment extra-fee :

- € 50.00 for payment made by December 31st 2015;
- € 100.00 for payment made after that date and before March 31st 2016.

2. The amount of the second installment is based on the student's family income based on the Indicator of the University Equivalent Economic Situation (ISEE-Università).

If the amount of the second installment is less than € 300.00, it may be paid in two parts:

- 50% to be paid by **31st March 2016** and the remaining 50% by June 1st 2016.

However, the student can pay the second installment of university fees in one solution instead of two solutions by selecting the option "Single Payment solution" during first registration/enrollment to subsequent years procedures. If the amount of the second installment is less than € 300.00 the system will only allow a single payment;

- The deadline for the payment of the second installment (if the student chose the **one- solution option is fixed on 31st March 2016**).

PLEASE NOTE: The amount of the extra-fee will be charged on the next installment.

### 2. How to calculate the student's family income: ISEEU

The second installment amount, is based on the Indicator of University Equivalent Economic Situation (ISEE-Università). See italian law D.P.C.M December 5 2013 n. 159.

To obtain an **ISEE-Università certification**, students should only contact those Tax Assistance Centres (CAF) affiliated with the University (listed on [www.uniroma2.it](http://www.uniroma2.it)) which will transfer the data relating to ISEE-Università value directly to the University database.

PLEASE NOTE: In case the student has not presented to CAF, within the deadlines and in the manner set out in this guide, the request for the release of such ISEEU certification, he/she will be subject to pay the maximum rate of taxes and contributions.

- CAF Offices receive under appointment, it is therefore necessary to fix an appointment to bring all required documentation (see section 6);
- The **ISEE-Università computation** service of any University affiliated CAF is free.

After having submitted the ISEE-Università request to CAF, students (in possession of password and matricula number) can log-in to the Delphi System: <http://delphi.uniroma2.it> > students area > Key 4 “online career management” > payment of tuition and fees, will be directly provided with the amount to be paid within the deadlines mentioned in Paragraph 1.

**ATTENTION:** The student will receive an e-mail notifying the ISEEU index acquisition by the University database. Whether after fifteen days from the submission of the request for ISEEU the student has not yet received any notification by the University, he/she should report the failure clicking the “REPORT THE PROBLEM” on <http://iseeu.uniroma2.it> (right part on top). The University will manage the problem.

**PLEASE NOTE:** The University cannot provide assistance in completing the single self-declaration because the service has been entrusted exclusively CAF. An assistance is instead organised for international students by some Programme Offices at the University.

### 3. ISEEU - Deadlines

The ISEE-U request must be submitted every year to an affiliated CAF, starting from July 2015 till 31st of December 2015.

It is highly recommended to go to a CAF office as soon as the first registration/enrollment to following years procedure has been completed.

CAF offices should however accept requests for ISEE-U until 31st of December 2015; after that date the student will need an authorisation by the University through the delivery of a specific form issued by the relevant Student Secretary. This kind of authorisation can be issued only in following cases:

- Enrollment to the Master of Science Degree courses (if the deadline for registration is fixed at a later date than 31st of December 2015);
- Enrollment to courses with restricted number (after 31st of December 2015 students can actually be allowed to enter a programme with the eligibility lists system);
- Enrollment after a transfer-in from another University completed after the 31st of December 2015.

### 4. Who should apply for ISEEU

The request for ISEE-U must be submitted by all students enrolled at Tor Vergata University (except for students with disabilities equal to or greater than 66% or a recognition of disability under according to the Italian law) (\*)

Any failure in submitting the ISEE-U will mean to the student a payment of the maximum tax and contribution rate. Indeed, students who are submitted to the maximum tax rate and fees are not required to submit the request for ISEE-U.

Even Students who have applied for a Laziodisu scholarship, in addition to the ISEE required by Laziodisu, will need the ISEE-U certificate to achieve a tax reduction based on income.

(\*) Please see Chapters 4 and 5

Similarly, the student who is in such a position to be allowed to ask for the exemption from payment of total tuition fees, thus from both the first and the second installment (Exemption for invalids with a disability above 66%, the victims of organized crime and terrorism, etc.) will have to require ISEE-U to obtain the mentioned exemptions, in the same manner and under the same terms described in these paragraphs.

**PLEASE NOTE:** The student that has to do the enrollment can self-certify in the same enrollment request form the reason for the “total relief from taxes”, printing the bulletin with zero amount and following the same on-line procedure on delphi intended for all students. In case of enrollment to following years, the student will have to require the **ISEEU** before completing the application form.

Students who intend to graduate in the last session of academic year 2014/2015, have the possibility not to enroll for the academic year 2015/2016, avoiding paying taxes and contributions to university, through the presentation of the so called “domanda cautelativa” by 31st December 2015 (see Student Guide - Deferral of enrollment terms). The student, will in any case have to present the ISEE, so that he/she will be granted with the right taxes amount in case he/she will not graduate in the last AY session.

## 5. First installment amount

The amount of the first installment is the same for all students (see paragraph 10 for Exemptions). The table below will show the installment rates:

First instalment	Details
Registration fee fixed by the state and adjusted for an inflation rate of 1.5%	€ 199,58
Stamp duty to pay to the State	€ 16,00
Minimum University Contribution	€ 130,66
<b>Total amount first instalment</b>	<b>€ 346,24 (rounded 346,00)*</b>

\*A regional tax will be added to the above reported amount.

## 6. Second installment amount

The second installment is determined according to the equity, and solidarity principles, depending on the economic income and the student's family, according to the current regulations regarding the right of education. The amount of the second installment will be computed with a continuous function by rounding up the results;

Bachelor Degrees, old system degrees, Master of Science degrees(inc. one-cycle degree in Law)	From a minimum of €0 to a maximum of € 1.445,00
One-cycle Degrees, Master of Science degree in Human Nutrition Sciences, Master of Science degrees in health areas.	From a minimum of €0 to a maximum of € 2300,00
One-cycle Degree in Dentistry	From a minimum of €0 to a maximum of € 2800,00

**PLEASE NOTE:** The University helps students with a calculation system that provides them the amount of due tuition fees.

### STUDENTS WHO HAVE NOT TAKEN ALL THE REQUIRED EXAMS WITHIN THE ESTABLISHED ACCADEMIC CAREER TIME

The amounts of tuition fees (minimum University contribution + 2nd installment) increases for a 10% starting from the second year “fuori corso” (out of time).

Students enrolled in a distance-learning course (on-line course) are considered as “fuori corso” if they do not graduate within the second year after the normal length of the programme.

#### • Courses taught at distance

The amount of the second installment payable by students enrolled to distance-learning courses for the Academic Year 2015/2016 are calculated as follows:

Class	Income €	Tot. Payment min (€)	Tot. Payment max (€)	1st Installment	2nd Installment (min-max)
I	0-10.000	346,00	346,00	346,00	0
II	>10.000-14.000	346,00	413,00	346,00	0-67
III	>14.000-18.000	413,00	445,00	346,00	67-99
IV	>18.000-22.000	445,00	470,00	346,00	99/124
V	>22.000-31.000	470,00	510,00	346,00	124/164
VI	>31.000-39.000	510,00	545,00	346,00	164/199
VII	>39.000-48.000	545,00	575,00	346,00	199/229
VIII	>48.000-65.000	575,00	615,00	346,00	229/269
IX	>65.000-84.000	615,00	635,00	346,00	269/289
X	>84.000	635,00	635,00	346,00	289/289

\*Regional tax not included

Students enrolled in distance learning courses are also required to pay a fee for remote use equal to € 22,00 for each CFU.

\*The above-mentioned amounts of taxes and contributions also refer to students of the Degree in Touristic Sciences taught in conventional modality.

#### Specific Contributions

In order to register to all the programmes taught in English and to Engineering degree courses taught in electronic modality, there is a specific contribution aimed at covering the running costs, which is added to the total amount of taxes and contributions which follows and which is payable in two installments (50% at the enrollment time and the other 50% until 31st March 2016):



Courses	Fee
Bachelor Degree course in Business and Economics (ENG), Bachelor Degree course in Business Administration (Curriculum in English of the Italian course in Economics and Management)	€ 1.800,00
Master of Science course in Business Administration (ENG)	€ 3.000,00
Master of Science course in Economics (ENG)	€ 2.500,00
Master of Science course in European Economics and Business Law (ENG)	€ 2.900,00
Master of Science course in Finance and Banking (ENG)	€ 2.500,00
Bachelor Degree course in Global Governance (ENG)	€ 5.000,00
Master of Science course in Pharmacy (ENG)	€ 1.000,00
Bachelor Degree course in Engineering Sciences (ENG)	€ 1.000,00
Master of Science course in Physical Education and Health Promotion (ENG)	€ 1.000,00
Bachelor in ICT Engineering (e-learning)*	€ 1.000,00
Master of Science-I Cycle Course in Medicine and Surgery (ENG)	€ 2.000,00
Master of Science-I Cycle course in Conservation and Restoration of Cultural Heritage	€ 2.500,00
Bachelor in Management Engineering (e-learning)	€ 1.000,00

\*The fees do not correspond to students enrolled in the A.Y. 2010/2011

**VERY IMPORTANT:** In those programmes costing more than 1.000 euros in extra-fee, a 10% of the available prescribed number of students of the course must be reserved to students in a financial needy position (priority will be given to students with disability status equal to or greater than 66%). The mentioned students will be exempted from the extra-fee payment.

## 7. Second Installment: Payment Procedures

1. Go to the Online Services website: <http://delphi.uniroma2.it>; Select Students Area, Button 4 “On-line career management”; 2. Insert matricola and password; 3. select “Payment tuition and fees”; 4. print the appropriate report (one solution payment option) / bulletins (two solutions payment option); 5. Make the payment at any UniCredit office; 6. Log in again to the online Services website and validate payment inserting the codes CTRL and AUTH reported in the Bank receipt.

• Use only and exclusively the payment bulletin generated during this procedure. Any other amount paid in any other form (ex using the direct transfer or photocopy given by a friend) will not be considered for enrollment and will not be refunded.

## 8. Exemptions

### A) Total Exemptions

#### • Handicapped

Disabled people with disability equal to or greater than sixty-six percent or students with disabilities, with recognition of disability under Article 3, paragraph 1, of law n. 104 of the 5 February 1992, are totally exempted from the payment of taxes and tuition fees for the first registration and for enrollment to the following years. The disability must be demonstrated by appropriate documentation issued by the competent authority that must be presented to “Segreteria Tecnica della Commissione per l’Inclusione degli studenti con Disabilità e DSA (CARIS)” via del Politecnico, I (Faculty of Engineering).

\* Under Article 5 of the President of the Council Decree of May 7, 1999, No. 221, and successive amendments, we must include between the disabled with disability greater than 66% mutilated, war invalids and service disabled in the categories from the First to the Fifth category.

#### • Victims of organized crime and terrorism and victims of duty

The invalids or sons of civil invalids due to terroristic and Italian organized crime acts are totally exempted from the payment of taxes and contributions to university both for first time registration and for enrollment to the following years. Victims of “duty”, by virtue of Presidential Decree 7/7/2006 # 43, are equivalent to victims of crime and terrorism, together with surviving family members and children of beneficiaries of disability pension (inability to 100%) under dell’art.30 law 118/1971.

To obtain exemption from paying taxes it is necessary to present to the CAF Office a certificate issued by the Prefect of the place of residence or that issued by the Ministry of the Interior stating the required condition.

#### • Students who have applied for LAZIODISU scholarships

Students who have applied for a Laziodisu scholarship do not have to pay the first installment; they are only charged with a € 16,00 virtual stamp (Marca da bollo). If they will not result nor as winners nor as eligible for Laziodisu, they will have to pay the difference to the first installment and an advance of the second installment (within 30 days from when they will be enabled to the payment). After this term an extra-fee for late payment of € 100.00 will be charged.

**Important:** If the student do not pay and validate the payment made at any UniCredit office the student will not be considered as enrolled and the student will lose all the benefits from Laziodisu.

#### • Foreign fellows

Foreign citizens who are fellows of the Italian government as part of cooperation

development programmes and intergovernmental, cultural and scientific agreements, and related executive periodicals programmes, are completely exempted from the payment of taxes and tuition fees. In the academic years following the first one, the exemption is subject to a renewal of the scholarship by the Ministry of Foreign Affairs, as well as to the compliance with requirements reported in Article 8, paragraph 2 of Legislative Decree 29 March 2012, n. 68.

### B) Partial Exemption

The following types of partial exemptions are intended for students enrolled in bachelor / master of science / one-cycle master degrees only. Such benefits are not to be considered cumulative with other type of exemptions.

#### • Officials of University of Tor Vergata enrolled in this University

This type of students are granted partial relief in the form of a reduction of 50% from the amount of the second installment, regardless of income. The reduction is subject to an obligation of frequency out of office hours.

#### • Students with brothers/sisters enrolled in this university

The beneficiaries are brothers belonging to the same family and enrolled in this University. The reduction of 10% from the second installment, is applied to all brothers and sisters enrolled within the normal duration of their study courses (with the exclusion of the “fuori corso” students and the repeaters ones) provided that each ISEEU declared by every brother is equal to or less than € 22,000.00.

#### • Children of University’s employees enrolled in this university

To these students, there is the possibility of a partial exemption of 50% from the second installment if the parent has an income ISEE-Università not greater than € 30.000,00.

#### • Enroled students with disabilities between 46% and 66

For these students there is a reduction of 20% from the second installment.

#### • National Olympics winner of “Matematica di Cesenatico” and to similar ones.

For these students there is a partial exemption from the second installment of the FIRST YEAR only.

### CONTRIBUTIONS EXCLUDED FROM EXEMPTION

There are no exemptions regarding :

- The payment of specific contributions and the contributions for the use of laboratory;
- The payment of contributions due for service requested by interested parties;
- The payment of contributions for joining competitions to have access to study courses.

### 9. Study Awards

Awards are granted to students enrolled in years following the first, in presence of special merit requirements.

#### Beneficiaries must be:

- Students enrolled regularly to A.Y. 2015/2016;
- Students enrolled to Tor Vergata or students who have attended a Tor Vergata University graduate programme during the whole previous academic year;
- Students who have not made course abbreviations;
- Students who have not changed programme not regulation in the previous academic year.

Given the above mentioned requirements, students receiving the study award must have a performance included in the best 5% of students enrolled in the same year of the same Bachelor/ Master of Science /one-cycle Master Degrees courses.

The computation of the ranking is done by the University computer system with a special algorithm. The above mentioned type of student is granted a study award of 600,00 € (tax included), including charges and university taxes, regardless of the family income that could be taken into account in case of “ex aequo” only.

### 10. Tax Refund

Reimbursement is allowed:

- to those who mistakenly made the same **payment twice**
- to **enrolled students** who had paid the first installment of tuition fees without delivering the documents required for enrollment to the Student Secretary (application for reimbursement due to failure to complete the registration procedure);
- to those who have **not made use of the provision** that allows the deferral of enrollment terms (those who did not have ticked the box “domanda cautelativa” – see chapter. 5 of the Student Guide § 2. Deferral of enrollment terms for undergraduates – interim request) and thus have paid tuition fees for academic year 2015-2016, as long as they make the return request by January 29th 2016 through the appropriate application to be delivered to the competent Student Secretary.

#### DEADLINE FOR REIMBURSEMENT APPLICATION

The refund request, documented through the attachment of the payment receipt reporting the amount covered by the request for reimbursement, must be submitted without fail to Student Office of the competent Macroarea of competence by January 29th 2016.

The following are not refundable:

- contributions paid for joining competitions to have access to courses of study
- contributions for enrollment in single courses;
- amounts of taxes and contributions paid by procedures other than those prescribed.

### 11. Other contributions

For the academic year 2015/2016 the amount of these contributions is indicated in the right column of the following table:

Courses	Fee
Duplicate of "libretto"	€ 70,00
Duplicate of parchment	€ 120,00
Release of Internship "libretto"	€ 35,00
Contribution for joining competitions: graduate schools, courses in the health area, single cycle master degrees, Ph.D. and orientation test to free access courses related to Humanities and Philosophy School	€ 35,00
Contribution for joining tests to have access to enrollment in bachelor degree courses and master's degree courses and orientation test to free access courses.	€ 50,00
Contribution for joining orientation test to open access courses for Mathematical, Physical and Natural Sciences School.	€ 20,00
Contribution for recognition of academic qualification awarded abroad (from 1st September to 5th November 2015 without additional fees, until 31st December 2015 with a late payment sanction of € 50)	€ 70,00
Release of parchments for final programme title	€ 130,00
State Exams (including expenses for parchment compilation and for stamp duty).	€ 250,00
Students switches (per year of interruption for at least two years)	€ 300.00
Decayed students (demand)	€ 60.00
Decayed students (if accepted)	€ 2,350.00
Contribution to transfer to other universities (within 31st December 2015 )	€ 150,00
Contribution passage (by 31st December 2015 )	€ 50,00
Transfer from other Universities (by 31st December 2015 )*	
Single Courses (Humanities)	€ 200,00
Single Courses (Science)	€ 300,00
Master of Science courses integration	€ 50,00

\* Regional tax is not due if the student come from the same region. The student must pay the regional tax if the student come from other region; the student have to pay taxes and contributions.

### 12. Fines and tax assessments

To anyone who present false or reticent declarations about themselves or their relatives, the University applies the administrative penalties prescribed by law n. 390 of 2 December 1991, art. 23 a part from the application of criminal laws to the facts constituting a crime. As the misdeclaration is assessed, the student is required to pay the due amount equal to the difference between the second installment as resulting from the verification procedure and the one that has been payed on the basis of self assessment, plus a sum of the same amount, as an administrative sanction.

The University of Rome Tor Vergata will exercise a deep sample based control of the statements produced by the students; in particular it will check the truthfulness of the family situation declared by the student, comparing earnings and capital data declared with the ones possessed by the information system of Agenzia delle Entrate. To this purpose, the University is given the opportunity to have direct access to the interchange system tax register of the Local Authorities (SIATEL) of Agenzia delle Entrate.

#### PLEASE NOTE:

Students paying the highest taxes and contributions are excluded from this control.

## CHAPTER 7 STUDENT'S CAREER

This chapter is related with the possible stages of a student's career path and the related administrative accomplishments.

### I. Studies Interruption and Re-start

a) According to the D.L. 68/2012, it is considered as an interruption of the academic career only if a non-renewed enrolment for **at least two entire academic years**. In this case, to be able to restart the academic career, is necessary to pay tax of 300 euros for every year of interruption, additionally to the academic taxes and fee related to the restart year (see Chap. 6 "Fees and Taxes").

**NB:** Is not possible to interrupt the academic career in less than the mentioned time.

b) Students having interrupted the academic career due to certificated serious and permanent infirmity conditions, for at least one academic year, are completely excluded to pay any fee or tax for the related period, they are also excluded to pay the duty mentioned at point a).

#### Both in case a) and b):

- The interruption request cannot be revoked during the academic year;
- The period of interruption is not considered in the academic value evaluation;
- Students are not allowed to request for the academic interruption more than once per academic course.

During the academic interruption period, until the end of the extraordinary exam session of the academic years ( between the interruption of the studies period and the end of the extraordinary session of the reconjunction academic year) students are not allowed to do any activity related to the interrupted academic career. If something has been done, that activity will be erased from the academic career by the competent office.

In case the student would like to restart the academic career, is necessary to apply through the "Request to restart studies" module, in both cases a) and b).

### INSTRUCTIONS TO RESTART THE ACADEMIC CAREER

#### • Option A

1. Connect to the web site <http://delphi.uniroma2.it>, select "Students section", go to "MANAGE CAREER ONLINE" (4th section), "Access to the students section", Enter the student "matricola" number and password.

2. In the section "DURING THE STUDENT CAREER" select "Re-enrol after interruption",

3. Fill-in the on-line module and print it;

4. Hadle to the "Segreteria Studenti" :

- "Ripresa degli studi dopo interruzione" module;
- Tax stamp 16 euros.

5. The Student Secretary Office will re-admit the student to the academic career and will provide him/her:

- Payment the "bollettino" (invoice) with the amount to be paid in relation to the last year of enrolment (it has to be paid to reguate the contribution position);
- "Bollettino" that reports the amount that has to be paid to be re-enrolled equal to the fixed annual tax determinet for the current acedemic year, times every year of interruption, plus the maximum arrears applicable;

6. The student can pay the "Bollettino" in every Unicredit Bank;

7. Convalidate the payment on line on <http://delphi.uniroma2.it> (student section) in the section "PAYMENT OF TUITION AND CONTRIBUTIONS" select "Confirm payment of succeeding instalments", using the CTRL and AUTH codes that the student will find on the payment's receipt from the Bank;

8. Go again to <http://delphi.uniroma2.it> (student section) to the "PAYMENT OF TUITION AND CONTRIBUTIONS" select "Print invoice of succeeding instalments, print the invoice about the first instalment of the academic enrolment. The student can also request for transfer or course changing.

#### • Option B

1. Connect to the web site <http://delphi.uniroma2.it>, select "Students section", go to "MANAGE CAREER ONLINE" (4th section), "Access to the students section", Enter the student "matricola" number and password

2. In the section "DURING THE STUDENT CAREER" select "Re enrolment after interruption";

3. Fill-in the online module and print it;

4. Give to the Student Secretary Office :

- "Ripresa degli studi dopo interruzione" module;
- Tax stamp 16 euros;
- Medical Certificate ( serious and permanent infirmity)

5. The “Student Secretary Office” will re-admit the student only if the student pay, within the payment for regulate the studente contribution position, the maximum duty applicable for delay in tax payment;

6. The student can pay the “Bollettino/i” (invoice/es) in every Unicredit Bank;

7. Validate the payment on line on <http://delphi.uniroma2.it> (student section) in the section “PAYMENT OF TUITION AND CONTRIBUTIONS” select “Confirm payment of succeeding instalments”, using the CTRL and AUTH codes that the student will find on the payment’s receipt from the Bank;

8. Go again to <http://delphi.uniroma2.it> (student section) to the “PAYMENT OF TUITION AND CONTRIBUTIONS” select “ Print invoice of succeeding instalments” print the invoice about the first instalment of the academic enrolment. The student can also request for transfer or course’s change.

**PLEASE NOTE:** Before starting the new academic career the student has to go to a CAF associated with the University to obtain the ISEEU (Indicazione della Condizione Economica Equivalente Universitaria), necessary to calculate the import of the second instalment that has to be paid. The CAF directly will provide all the studentr information to the University database in order to proceed with the payment (see Chap. 6 Fees and Taxes).

## 2. Abandonment

After eight consecutive years from the last registered exam without paying the University fee, it will be considered as an abandonment.

Eight years have to be computed starting from the last taken exam or, if is more favourable, from the last year of valid enrollment at the University. For example: if the student took his/her last exam during the third year of a five-year programme, but the student has been regularly enrolled until the fifth year, the abandonment period will be calculated starting from the fifth year. If the student has passed all the exams of the course and only misses the final graduation exam, this is not a condition for abandonment. If, after the abandonment period, the student would like to restart the academic career he/she will be bound by the rules of a first year students. Obtained credits could be validated by Course Council, but are subjected to obsolescence.

If, after the abandonment period, the student does not want to re-enroll at the university he/she has to take back the original copy of the high school diploma that has been brought to the Students Secretary at the time of the first enrollment.

## Instructions to re-start the academic career:

Bring to the Student Secretary Office the following documents:

- Official Transcript of the exams;
- Tax stamp of 16 euros;
- Paid “Bollettino” of 60 euros.

The exams validation will be made under the Course Council evaluation and could be partial or total. After the partial or total validation of the exams, other than the enrolment fees and taxes, there will be the payment of an una tantum fixed fee of 2,350.00 euros (to be done within 15 days from the date the student has been notified with the Course Council decision).

## 3. Withdraw from Studies

Is it possible at any moment to surrender studies and so to all the student’s taken exams. The renounce to the studies is permanent, it has to be done in written form and must not be subordinated to any condition. The academic career has to be considered closed and cannot produce any effect.

In case of renounce to the studies, is it possible to obtain the certification of the previous academic career with the compulsory annotation of the renounce to the studies. Otherwise, in case of re-enrolment or of a new enrolment in another Course, the Course Council could consider past studies as a valuable asset, that could be useful during the academic career. These studies could be consider as “extra activities” credits. To make a new enrolment is not necessary to pay any extra fee.

### Application to Permanently Withdraw from Studies:

1. Feel the assessment questionnaire on <http://www.quest.uniroma2.it>. Will be given a Questionnaire code (CQ);
2. Go to <http://delphi.uniroma2.it> select “Students section”, go to “MANAGE CAREER ONLINE” (4th section), “Access to the students section”, Enter the student “matricola” number and password;
3. In the section “During the student career” select “Withdraw from studies”;
4. Fill-out the “Application to Permanently Withdrawal” and print it;
5. Insert the questionnaire code (CQ);
6. Give to the Student Secretary Office:

- The filled “Application to Permanently Withdrawal” form;
- Tax stamp 16 euros;
- University “libretto”.

**PLEASE NOTE:** At any moment of the academic career it is possible to apply for permanently withdraw from studies and there is not any extra tax or fee to pay.

#### 4. Career Suspension

It is possible to ask for a programme suspension for the following reasons:

- If the student intends to enrol in a foreign University, Italian Military Education Institute, PhD programme, University Master of first and second level, School of Specialization (until the degree achievement);
- If the student has won a scholarship for research reasons, in accordance with the Law of 30th December 2010 n.240 art. 22, for the entire duration of the scholarship considering also a possible renewal in compliance with the Law provision.

If the student are enrolled in a Course of the School and the student wants to enrol in School of Music (“Istituto di Studi Musicali e Coreutici”), in accordance with the D.M. 28th September 2011 that states that is it possible to enrol at the same time, it is not necessary to ask for the suspension.

During the suspension period is not possible to do any activity related to the academic career, like taking exams, modifying or presenting the study plan, asking for extra activities validation, candidating for Exchange Programmes, graduating.

**IMPORTANT:** Before applying for the suspension the student has to be in line with the fees and taxes payment.

##### **Instructions for the career suspension:**

1. Connect to the web site <http://delphi.uniroma2.it>, select “Students section”, go to “MANAGE CAREER ONLINE” (4th section), “Access to the students section”, Enter the student “matricola” number and password

2. In the section “DURING THE STUDENT CAREER” select “Request Suspension”;

3. Feel the module on-line and stamp it;

4. Give to the Student Secretary Office:

- The filled “Request Suspension” form;
- Tax stamp 16 euros;
- University “libretto”.

**PLEASE NOTE:** The suspension request has to be done within the academic enrolment deadline (5th November 2015) so that the student does not have to pay the fees and taxes related to the academic year 2015/2016. Whilst, if the suspension request is done during the academic year in the case case that it is conditioned by the starting date of the courses the student want to attend, it is necessary to pay all the fees and taxes for the academic year 2015/2016.

##### **Instructions to re-take a career after the suspension:**

Before restarting the academic career the student has to go to a CAF associated with the University to obtain the ISEE-U (Indicazione della Condizione Economica Equivalente Universitaria), necessary in order to calculate the import of the second instalment that has to be paid. The CAF directly will provide all the student data to the University database in order to proceed with the payment (see Chap. 6 Fees and Taxes).

1. Connect to the web site <http://delphi.uniroma2.it>, select “Students section”, go to “MANAGE CAREER ONLINE” (4th section), “Access to the students section”, Enter the student “matricola” number and password;

2. In the section “DURING THE STUDENT CAREER” select “Retake after Suspension”;

3. Feel the module on-line and stamp it;

4. Give to the Student Secretary Office:

- The filled “Retake after suspension” form;
- Tax stamp 16 euros;
- University “libretto”;
- Degree certification or a certification attesting the academic career;

5. The Student Secretary Office will provide the student with the “bollettino” for the payment.

#### 5. Programme Change Request

##### **Instructions:**

1. Connect to the web site <http://delphi.uniroma2.it>, select “Students section”, go to “MANAGE CAREER ONLINE” (4th section), “Access to the students section”, Enter the studentr “matricola” number and password.

2. In the section “DURING THE STUDENTR CAREER” select “Request for Change of Degree Programme”;

3. Feel the module on-line and stamp it, collect the module with a paid “bollettino” (invoice) of 66 euros (50 euros + 16 euros for the tax stamp non refundable).

4. Pay the “bollettino” (invoice) to any Unicredit Bank;

5. Validate the payment on line on <http://delphi.uniroma2.it> (student section) in the section “PAYMENT OF TUITION AND CONTRIBUTIONS” select “Confirm payment of succeeding instalments”, using the CTRL and AUTH codes that the student will find on the payment’s receipt from the Bank;

6. Once the Student Secretary Office will have received the payment validation, it will go automatically through the Change of Degree Programme.

The student can follow up on-line his/her status and, once the change has been computed, the student can enrol to the new Degree Programme.

The student are not allowed to enrol in deactivated Programmes.

#### **Deadlines:**

The student can apply for the Change of Degree Programme from 1st August 2015 to 31st December 2015.

#### **IMPORTANT:**

- The student have to pay the fees and taxes related to the new Degree Programme without the arrears. But it is necessary to be in line with the previous payments.
- To initiate the procedure for Degree Programmes that requires the admission test, the student have, in any case, to pass the test before be able to go through the on-line Request for Change of Degree Programme.
- The student have to keep the old “libretto” and give it to the new Degree Programme Student Office, once the Change procedure has been completed and the fees and taxes payment is done, the Student Office will change it with the new Degree Programme indication.

### **6. Transfer Request (Out)**

To transfer from this University to another, it is necessary to check the academic procedures and rules of the second one.

**Deadline:** the Transfer Request can be done from 1st August 2015 to the 31st December 2015.

#### Conditions:

- Being in line with the fees and tax payments;

The enrolment has to be done to the destination University, following its own rules and procedures (If the student have already paid the taxes related to the old Degree Programme these are not refundable);

To be transferred to a Degree Programme with programmed admission the student need the “Nulla Osta” of the other University.

#### Instructions:

1. Connect to the web site <http://delphi.uniroma2.it> , select “Students section”, go to “MANAGE CAREER ONLINE” (4th section), “Access to the students section”, Enter the student “matricola” number and password;

2. In the section “DURING THE STUDENT’S CAREER” select “Request Transfer Out”;

3. Feel the on-line module, print it, and attach it to the module with a paid “bollettino” of 166 euros ( 150 euros + 16 euros for the tax stamp non refundable)

4. Pay the “bollettino” (invoice) to any Unicredit Bank;

5. Validate the payment on line on <http://delphi.uniroma2.it> (student section) in the section “PAYMENT OF TUITION AND CONTRIBUTIONS” select “Confirm payment of succeeding instalments”, using the CTRL and AUTH codes that the student will find on the payment’s receipt from the Bank;

6. Give to the Student Secretary Office:

- The filled “Request Transfer Out” form;
- A copy of the paid “bollettino” (invoice) ;
- University’s “libretto”.

7. Once received everything the Student Secretary Office will proceed with the send the discharge module to the other University.

### **7. Assessment Questionnaire**

The School defined a system of students evaluations during two main moments: the enrolment procedure and one year after the graduation. Then there are other two assessments: three and five years after the graduation.

#### This Questionnaire aims to assess:

- The students’ sentiment about the choice they have made about the Programme, and their expectations too;
- The value of the time spent at University;

- The accessibility to the job world in relation with the earned Degree.

All these information will be on the University web site and will be used to improve the Programmes structure. The Questionnaire are anonymous and are done on line.

## CHAPTER 8 EXAMS, TESTS AND CERTIFICATES

### I. Exams

The exam is the test that the student has to take and pass for each course of the Degree Programme. The minimum grade is 18/30, the maximum grade is 30/30: at the maximum grade could be add a “cum laude”. The final grade considers grades and evaluations of intermediate tests too, when provided by professors as assessments during the course. Passing the exam the student will obtain also the credits related to that exam too ( see Chap. 1 and 3).

The exams are scheduled at the end of every course with programmed and promoted dates by the competent Programme Offices in relation with the specifications of the Degree Programme. The exams can be organized into limited numbers of calls and there could be also the obligation to retake the course in case of exam's fail. The written exams can be open questions, multiple choices, etc. The oral exams are public.

To be admitted to the exams it is necessary:

- That the exam is on the student's curriculum;
- To have obtained the frequency declaration, (when required);
- To have done the preparatory exam;
- To Be in line with the fees and taxes payment.

The Student Secretary Office will control all the above conditions, when registering the grades. If the exam is passed but misses one of the above conditions is considered non valid, it will be communicated to the involved students. It is not possible to retake an exam already registered. A non sufficient grade/ absence / retairment will not be registered, but will be just reported the fact that the student didn't pass the exam/ was absent/ retired. Thus this conditions will not be considered on the final average.

IMPORTANT: students must bring their “libretto” at the moment of the grade registration.

#### EXAMS BOOKING

The student has to book his/her exams on-line on the delphi system. The student can book the exam until 5 days before the exam date. We want to inform the student that we activated the electronic registration of the exams. This University has got an electronic system to register exams and booking is mandatory in order to register an exam.



## 2. Degree Examination

### Preconditions:

To be able to take the Degree Examination the student have to pass all the exams of the Course and have collected all the necessary credits related to the student Programme. Moreover, the student must be in good standing from an administrative point of view; in particular, he/she must have paid all installments of tuition and university contributions related to his/her year of enrollment, even in the case in which second installment is not yet expired. It is possible not to pay both the 1st and 2nd Installments of the Tuition Fees if a student intends to graduate before the Last Session of the Academic Year 2015/2016, if she/he is regularly enrolled. A student must submit a (DOMANDA CAUTELATIVA) "PRECAUTIONARY APPLICATION", which states the deferment of enrollment for the following Academic Year. The Application must be submitted on or before the deadline of 31st of December of the last year of enrollment. Otherwise, in order to graduate, it is necessary to pay both the 1st and 2nd installment of tuition fees.

- Even if the student has successfully submitted the "Domanda Cautelativa", he/she has to go to a CAF Office to obtain the ISEE-Università, because it is necessary to calculate the amount of the second instalment in case of deferral of the graduation session (see Chap. 5, part 2).

The University has a partnership with the "Consorzio Interuniversitario AlmaLaurea". This is a service with the objective to create relationships between companies and students.

### The "Consorzio AlmaLaurea" has the following objectives:

- To facilitate and enhance the access of the students within the work field, particularly to match request of labour demand and supply;
- To endorse the human resources value updating the student CV;
- To analyze the the internal and external efficiency of the University programmes;
- To evaluate the requirements of the companies about the professional profiles they are looking for;
- To evaluate the effectiveness of the education in the work environment;
- To enhance synergies between High School and University to be able to guide the students in the import choice about their future;
- To achieve all the above objectives, both at National and European level.

Here follows a description of the procedures to be carried out in order to be admitted to the Final Exam (including signing up on the "AlmaLaurea" web site to fill their Questionnaire). If the student has problems with the procedure he/she can contact the free number **800.720.772**.

### • Procedures to be admitted to the Degree Examination

1. **Connect to the web site** <http://delphi.uniroma2.it> , select "Students section", go to "MANAGE CAREER ONLINE" (4th section), "Access to the students section", enter the student "matricola" number and password. In the section "Final Exam" please select "Manage Application to Graduate";

2. **Print the "Statement of Assignment of the Thesis/Final Work By the Adviser"** that has to be filled and signed by the Adviser;

3. **Fill out on-line the "Application to graduate"**: In this form the student have to report all the information of the "Statement of Assignment of the Thesis/Final Work By the Adviser". Moreover the Delphi will show the marks registration of all the student's taken exams and if any anomaly is found, the student must notify it into the system;

- The student who will graduate in accordance with the D.D.M.M. 509/99 and 270/2004, can ask for the "Release of Diploma Supplement". However, the Release of the Diploma Supplement can also be requested later on by using the application form available online.

4. **Print the "Application to Graduate" and the "Bolletino"** (Invoice) for the payment of the original copy of the Original Diploma – Parchment;

PLEASE NOTE: To ensure accurate printing of the Parchment Diploma, kindly check if all the personal information the student have entered online in the student Domanda di laurea (Application to Graduate) are spelled correctly (spaces, lowercase and uppercase letters, accents, apostrophes, etc.).

5. **Accomplishment of Questionario di Valutazione (Evaluation Questionnaire):** Upon conclusion of Step 5, the link Register in AlmaLaurea in the student Personal Section will be activated. Click the link to register to **AlmaLaurea** and fill the whole questionnaire. With the registration the student will receive a personal username and password. At the end of the procedure the student will receive a "questionnaire confirmation.

PLEASE NOTE: The same username and password will be used to update the student Curriculum Vitae.

6. **Pay the bollettino:** Pay the amount indicated in the "bollettino" (bollettino number 500, Euro 130.00) at any Branch of Unicredit Bank, or by credit card through the online payment on the Unicredit Bank website. On the Payment Receipt the student will receive, the student will find the AUTH Code, which is necessary for the validation of the student payment;

**7. Online Payment Validation:** validate payment made by entering the AUTH Code. This step will verify if the AlmaLaurea Questionnaire has already been accomplished. If questionnaire has not yet been accomplished or incomplete, the student will not be able to finish the Application to Graduate procedure;

**8. Application to Graduate Checklist:**

- Certificate of Assignment of Thesis/Final Work from the Adviser;
- Final exam admission application, completely filled out and signed in front of a staff member of the Student Secretary Office;
- The “libretto”;
- Photocopy of the Payment Receipt for the boll. 500 of Euro 130, including a Tax Stamp of 16 euro, paid online;
- Copy of the last approved Study Plan (when submission of Individual Study Plan is required by the course structure);
- Libretto del Tirocinio (only for students of the School of Medicine and Surgery).

**9. Submission and Deadline (Front-Office):**

Submit all documents at the Student Secretary Office (to get information about opening days and hours, please check the University web site) within 30 days before the Graduation session.

Other detailed information are given on each School web page:

School	URL
Economics	<a href="http://www.economia.uniroma2.it">www.economia.uniroma2.it</a>
Law	<a href="http://www.juris.uniroma2.it">www.juris.uniroma2.it</a>
Medicine and Surgery	<a href="http://www.med.uniroma2.it">www.med.uniroma2.it</a>
Humanities and Philosophy	<a href="http://www.lettere.uniroma2.it">www.lettere.uniroma2.it</a>
Engineering	<a href="http://www.ing.uniroma2.it">www.ing.uniroma2.it</a>
Mathematical, Physical and Natural Sciences	<a href="http://www.scienze.uniroma2.it">www.scienze.uniroma2.it</a>

**3. Take your Diploma (Pergamena)**

Once the printed Diploma will be available, the graduated student has to go to the Student Secretary Office, with:

- Valid Identification Document.
- In case the student cannot go and take your Diploma in person, he/she can delegate someone else. The delegate has to bring: a paper signed by the student with the authorization, a copy of the student's I.D. and a valid I.D.

**4. Diploma Supplement**

The University can issue a bilingual degree certificate (Italian-English) to its graduates, the so called Diploma Supplement (shorted as DS), which certifies the qualification obtained at the end of a programme. Students need to request this kind of certificate to his/her School's Secretariat Office.

Procedure:

The DS issuing has been decided by the European Commission, the Council of Europe and UNESCO/Cespes, aiming to provide independent data to improve transparency in international level of qualifications, encouraging student mobility and recognition academic and professional qualifications abroad. It is a certificate that contains only official data on the student's career with the exception of judgments, equivalence statements or suggestions about recognition and describes the nature, level, context, content and status of the studies that were successfully completed by the student. The Diploma Supplement will be issued to all students who have achieved the study award (Bachelor, Master, Master, Postgraduate Diploma) from the session of the academic year. 2004/2005 at the specific request of, and at no charge. In particular, the request may be submitted on-line together with the application for graduation (See § relative Exam Degree), or at any time after graduation as specified in the section “Issuing certificates”.

**5. Certificates**

To get any kind of certificate of the student's university career, he/she must have paid the prescribed fees for the period of the certificate request. All certifications must be replaced by self-certification made pursuant to art. 75 and 76 Presidential Decree December 28, 2000, n. 445 in the case in which they are intended to bodies of the Public Administration or to private providers of public services. According to Article 15 of Law 183/2011, in fact, with effect from January 1, 2012 the Public Administrations and public services Managers can no longer require or accept from individuals certified products from other public offices. At the bottom of the certificates it is therefore indicated “This certificate cannot be produced in the bodies of public administration or private providers of public services”. The absence of this term would imply the invalidity of the certificate.

Exception only in cases of:

- Certificates to be produced to the Courts when they exercise judicial activity and thus if the certificate will report the words “In accordance of Article 40, DPR December 28, 2000, the 445. This certificate is issued only to be deposited in the files of court cases;
- Certificates awarded at the end of the renewal/issuance of a permit to stay/Permit to EC Foreign citizens and in this case the certificates will present the words “Certificate issued by proceedings governed by the immigration rules “(certificate request for living

permission);

- Certificates to be produced abroad, issued in both Italian and English and certificate will report the words “In accordance of Article 40, DPR December 28, 2000, 445 this certificate is valid only abroad”.

#### Procedure:

It is possible to request the certificate by submitting a Request Form provided by the Student Secretary Office or downloaded from the website of the online services of the University <http://delphi.uniroma2.it>, Select “Students section”, then select “Manage the studentr career on-line” (4th section), finally select “Request Certificates”.

**PLEASE NOTE:** The certificates pursuant to Legislative Decree no. 196 of 30 June 2003 are issued only to the person or to a third party with a valid Identification Document, as well as delegation signed, accompanied by a copy of the Identification Document of the applicant student.

#### CERTIFICATES IN STAMPED/FREE PAPER

Under the current regulations, Universities release only certificates in stamp (the student attach a tax stamp of € 16.00 for each requested certificate) and in this case also the instance is subject to duty stamp of € 16,00. Only when there is the ground for the exemption from stamp duties provided by law in matter (Annex “B” to the DPR 642/72), can be issued the certificate on plain paper. In this case, must be declared by the person at the time of the request the reason for exemption (e.g. Use welfare, residence permit, etc.).

#### **Type of University Certificates:**

##### Certificates for STUDENTS:

- Certificate of Enrollment \*;
- Certificate of Enrollment with exams details\*;
- Certificate of Enrollment with Attendance;
- Certificate of the Students Career History;
- Transcript of exams;
- Certificate with exams (only for single-course students).

##### Certificates for GRADUATED STUDENTS:

- Degree Certification\*;
- Degree Certification with final grade\*;
- Degree Certification with transcript of the exams\*;
- Degree Certification with transcript of the exams and title of the discussed thesis\*.

\* New Certificates in English

## **CHAPTER 9** **SERVICES AND OPPORTUNITIES FOR STUDENTS**

### **I. Information services and support for students**

Many areas of the campus are equipped with WI-FI network, which students can access from the their own PC. Here below are listed other services, information offices, and supports for students:

#### **Public Relations Office (URP)**

Communication service and assistance to students. Receives instances of access to administrative documents in accordance with law 241/90 and reports on mistakes and failures and proposals for improvement of services.

- **Address:** Via Orazio Raimondo 18 – 00173 Roma
- **Web page:** [www.urp.uniroma2.it](http://www.urp.uniroma2.it)

#### **Front Office:**

- From Monday to Friday from 9.00 am to 1.00 pm
- Tuesday and Thursday from 2.00 pm to 4.00 pm

#### **Telephone service “Call Tor Vergata”:**

- From Monday to Thursday from 8.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 6.00 p.m.
- On Friday from 8.00 am to 12.00 pm – Tel. 06 723 1941
- E-mail:** [relazioni.pubblico@uniroma2.it](mailto:relazioni.pubblico@uniroma2.it)
- Fax:** 06 7259 2542 2272

#### **Welcome, Orientation and Mentoring University**

Welcome service and guidance for a conscious choice of courses of study, Tutoring service and assistance during the programme and guidance service in to know about career opportunities.

- **Address:** Via Orazio Raimondo, 18 – 00173 Roma  
Room n. 554 – 5th floor – Director Office
- **Web site:** [www.uniroma2.it](http://www.uniroma2.it)
- **Telephone:** 06 72592099
- **E-mail:** [info@orientamento.uniroma2.it](mailto:info@orientamento.uniroma2.it) ; [placement@orientamento.uniroma2.it](mailto:placement@orientamento.uniroma2.it)

## 2. Scholarships

### Laziodisu: Agency for the Right to University Studies in Lazio – home Territorial Rome Tor Vergata

Laziodisu is the agency entitled to managed the Regional scholarships awards. These competitive-based scholarships depend on the student's family income. If you are interested in applying for it, you will have to submit your family income declaration for the 2014 fiscal year and a document certifying your family composition (referred to 2015) both translated and legalized by the Italian Embassy in your home-country. (The translation refers to foreign students).

For further informations please visit their website [www.laziodisu.it](http://www.laziodisu.it)

- **Address:** Via Cambridge, s.n.c (first floor) – 00133 – Roma
- **Telephone:** 06 204101 – Fax. 06 204101.307
- **Website:** [www.laziodisu.it](http://www.laziodisu.it)

Services and benefits:

- Scholarship (competitive based);
- Accommodation and contributions;
- Interventions in favor of disadvantaged groups of users;
- Other scholarships.

#### Library

The library system of the University is mainly based on the libraries located into the University and also on paper catalogues plus electronic ones.

Libraries were created following the homogeneous, scientific and cultural criterias.

The access is granted for all members of the college community. Each library belonging to each area has the autonomy to regulate it's own access to other students or to the public. On the Law and Engineerings areas there is also the presence of "Department Libraries".

#### a) Libraries Area:

##### Library of the School of Engineering

Via del Politecnico, I

00133 Roma

Tel. 06 7259 7109/7108/7106 Fax 06 7259 7109

E-mail: [luisa.chiodetti@uniroma2.it](mailto:luisa.chiodetti@uniroma2.it)

**Office hours:**

Monday-Thursday from 9.30 am to 6.00 pm , Friday from 9.30am to 1.00 pm

**Website:** [ingegneria.biblio.uniroma2.it](http://ingegneria.biblio.uniroma2.it)

##### Library of the School of Humanities and Philosophy

Via Columbia, I

00133 Roma

Tel. +39 06 7259 5226

Fax +39 06 7259 5178/5238

E-mail: [Lettere@biblio.uniroma2.it](mailto:Lettere@biblio.uniroma2.it)

**Office hours:** Monday to Friday from 8.45 am to 6.45 pm

**Website:** [lettere.biblio.uniroma2.it](http://lettere.biblio.uniroma2.it)

##### Library of the Technologic-Scientific Area

Via della Ricerca Scientifica, I

(primo piano, area arancione)

00133 Roma

Tel. +39 06 7259 4281

Fax +39 06 7259 4499

E-mail: [dicicco@biblio.uniroma2.it](mailto:dicicco@biblio.uniroma2.it)

**Office hours:** Monday to Friday from 9.00 am to 6.00 pm

**Website:** [scientifica.biblio.uniroma2.it](http://scientifica.biblio.uniroma2.it)

#### b) Digital Library

Tor Vergata Digital Library main objective is to offer a detail information about all electronic resources available for the use of the University itseld and to assure a simple, direct and fast access.

For more information please visit:

<http://d-library.uniroma2.it/?HomePage>

#### Guidance Counselor

The guidance councilor it is the one in charge of receiving claims, observations and proposals from each student also with the aim of promoting and improving didactics activities and services offer by the University.

The student that submits any kind of suggest to the Guidance Councilor can decide to sign his/herself as "Anonymous".

The Guidance Councilor is Prof. Giovanni Bruno.

**Office Hours:**

Thursday 11 am – 12 pm, room n.37 – 1st floor (Humanities Faculty)

Tel. 06 7259 2628

E-mail: [garantestudenti@uniroma2.it](mailto:garantestudenti@uniroma2.it)

### **Disabilities Services**

CARIS (“Commissione dell’Ateneo Roma Tor Vergata per l’Inclusione degli Studenti con Disabilità e DSA”)

Provides assistance service in conformity with the Italian law n.17/1990, n.170/2010 in order to guarantee and sustain the right to education to students with Disabilities.

The Secretary of CARIS is located in the new buildings of the Engineering Department, sector 9, 2nd floor, via del Politecnico 1 -00133 ROME.

#### **Office Hours:**

Monday – Wednesday – Friday from 9 am to 12.30 pm

Tuesday – Thursday from 2.30 pm to 4 pm

**Tel.** 06-2022 876; Fax 06 7259 7483

**E-mail:** [L.104@uniroma2.it](mailto:L.104@uniroma2.it)

**Website:** <http://www.serviziadisabilita.uniroma2.it>

<http://www.caris.uniroma2.it>

### **3. Students Network**

#### **Uniroma2-live**

Students have the possibility of using the University service Uniroma2 Live, that allows them to enjoy all benefits offered from the web service Microsoft Windows Live.

Multiple services are available for students such as: e-mail, creation of personal blogs, sharing with other individuals or groupworks resources that may include pictures, group projects (created virtually for example “Workspace”) that allows the simultaneous collaboration among students.

For further information about Uniroma2- Live see the link:

<http://docs.ccd.uniroma2.it/pmwiki.php/Main/AccountUniroma2-Live>

#### **Wifi Service**

With the term WI-Fi (“Wireless Fidelity”) we refer to a certain technology that is capable of connecting devices of every type by a wireless network. The “WI-FI Project” was made in order to guarantee the WI-FI network across the entire University Campus in order to offer to the college community the possibility to benefit from an innovative, fast and free network connection.

The University of Rome Tor Vergata has installed the WI-FI network, that will be recognized automatically by any wireless device located within the covered range. For further information please visit the University website [www.uniroma2.it](http://www.uniroma2.it)

### **4. Secretary and Student Services**

#### **Students Secretary:**

The Students Secretary is responsible for each student’s academic career on an administrative perspective during the entire stay at the University, from the enrollment to the achievement of the Degree.

Some of the administrative fulfillments are to be carried out on-line, while for others requires a presence to the secretary front door.

#### **Fulfillments available from <http://delphi.uniroma2.it> :**

- Pre-enrollment fulfillments ( Admission Test, Curricular Requirements, Evaluation Test)
- Enrollment
- Enrollment after incoming transfer
- Registration with course abbreviation
- Subsequent Enrollment
- Enrollment for part-time students
- Single Course Enrollment
- Examination Booking
- Request suspension of studies
- Withdraw from studies
- Manage application to graduate (\*)

(\*) The documentation must be presented at the Student Secretary after completing the on-line procedure.

For further information please see: [www.delphi.uniroma2.it](http://www.delphi.uniroma2.it)

#### **Administrative fulfillments where the Student’s presence is required at the secretary front door:**

- Delivery of all enrollment documents (\*\*)
- Delivery of request for transfer to other university (\*\*)
- Request of duplicate of “libretto”
- Retirement of Parchment Diploma
- Retirement of Diploma supplement
- Sign the part-time Contract (\*\*)
- Request of equalization of the degree obtained
- Career Certificate (see Chapter 8 )
- Enrollment to single courses
- Change of residence communication
- Delivery of documentation for withdraw from studies(\*\*)
- Delivery of documentation for studies suspension(\*\*)
- Delivery of documentation for studies recovery (\*\*)
- Graduation (\*\*)

(\*\*) Only when the online procedure is finished

Students have the possibility of using the University service Uniroma2 Live, that allows them to enjoy all benefits offered from the web service Microsoft Windows Live. Multiple services are available for students such as: e-mail, creation of personal blogs, sharing with other individuals or groupworks resources that may include pictures, group projects (created virtually for example “Workspace”) that allows the simultaneous collaboration among students.

#### Students Secretariat – School of Economics

Via Columbia 2, 00133 Rome, ground floor, Building A  
Tel. 06.7259 5839 / 5841 / 5836  
Fax 06.7259 5844

**Office Hours:** Monday-Wednesday-Friday from 9 am to 12 pm and Wednesday from 14 pm to 16 pm

**E-mail:**  
[segreteria-studenti@economia.uniroma2.it](mailto:segreteria-studenti@economia.uniroma2.it)

#### How to reach us

**Bus/Metro:** From Termini Metropolitana Linea A (to Anagnina), get off at Anagnina (capolinea) and take the bus n. 20 o 507.

**Car:** Take the GRA (Grande Raccordo Anulare), follow indications towards Roma sud, Take the exit “La Romanina” n. 20 and follow directions to the School of Economics.

#### Students Secretariat – School of Law

Via B. Alimena 5, 00173 Rome, ground floor (entrance also in Via Orazio Raimondo, 18)  
Tel. 06.7259 2345 / 2044 / 4002  
Fax. 06.7259 3055

**Office hours:** Monday-Wednesday-Friday from 9 am to 12 pm and Wednesday from 14 pm to 16 pm.

**E-mail:**  
[segreteria-studenti@juris.uniroma2.it](mailto:segreteria-studenti@juris.uniroma2.it)

#### How to reach us

**Bus/Metro:** From Termini Metropolitana Linea A (directed to Anagnina), get off at Anagnina stop (capolinea) and take the bus n. 500.

**Car:** take the GRA (Grande Raccordo Anulare), Follow indications towards Roma sud, take the exit “La Romanina” n. 20 and follow directions to “Rettorato”.

#### Students Secretariat – School of Engineering

Via del Politecnico 1, 00133 Rome, ground floor, Academics Building  
Tel. 06 7259 7599 / 7253  
Fax 06 7259 7598

**Office Hours:** Monday-Wednesday-Friday from 9 am to 12 pm, and Wednesday from 14 pm to 16 pm

**E-mail:**  
[segreteria-studenti@ing.uniroma2.it](mailto:segreteria-studenti@ing.uniroma2.it)

#### How to reach us

**Bus/Metro:** From Termini Metropolitana Linea A (directed to Anagnina), get off at the stop Anagnina (capolinea) and take bus n. 20.

**Car:** take the GRA (Grande Raccordo Anulare), follow indications towards Roma sud, exit at “La Romanina” n. 20 and follow directions to the School of Engineering.

#### Students Secretariat – School of Humanities and Philosophy

Via Columbia 1, 00133 Rome, ground floor, Building A  
Tel. 06 7259 5183 / 5237  
Fax 06 7259 5128

**Office hours:** Monday-Wednesday-Friday from 9 am to 12 pm and Wednesday from 15 pm to 17 pm

**E-mail:**  
[segreteria-studenti@lettere.uniroma2.it](mailto:segreteria-studenti@lettere.uniroma2.it)

#### How to reach us

**Bus/Metro:** From Termini Metropolitana Linea A (directed to Anagnina), get off at the stop Anagnina (capolinea) and take bus n. 20.

**Car:** take the GRA (Grande Raccordo Anulare), follow indications towards Roma sud, exit at “La Romanina” n. 20 and follow directions to the School of Humanities

#### Students Secretariat – School of Medicine

Via Montpellier 1, 00133 Rome, ground floor  
Tel. 06 7259 6964  
Fax 06 7259 6914

**Office hours:** Monday-Wednesday-Friday from 9 am to 12 pm and Wednesday from 14 pm to 16 pm

**E-mail:**  
[segr-studenti-medicina@med.uniroma2.it](mailto:segr-studenti-medicina@med.uniroma2.it)

#### How to reach us

**Bus/Metro:** From Termini Metropolitana Linea A (directed to Anagnina), get off at the stop Anagnina (capolinea) and take bus n. 20 or n.500.

**Car:** take the GRA (Grande Raccordo Anulare), follow indications towards Roma sud, exit at “La Romanina” n. 20 and follow directions to the School of Medicine.

**Segreteria studenti – School of Dentistry**

Via Montpellier 1, 00133 Roma, second floor  
Tel. 06 7259 6034

**Office hours:** Monday-Wednesday-Friday from 9 am to 12 pm and Wednesday from 14 pm to 16 pm.

**E-mail:**  
[segr-studenti-odonto@med.uniroma2.it](mailto:segr-studenti-odonto@med.uniroma2.it)

**How to reach us**

**Bus/Metro:** From Termini Metropolitana Linea A (directed to Anagnina), get off at the stop Anagnina (capolinea) and take bus n. 20 or n.500.

**Car:** take the GRA (Grande Raccordo Anulare), follow indications towards Roma sud, exit at “La Romanina” n. 20 and follow Directions to the School of Medicine.

**Students Secretariat – School of Medicine and Surgery**

Via Montpellier 1, 00133 Rome, ground floor  
Tel. 06.7259 6965 / 6967 /6049  
Fax 06.7259 6915

**Office hours:** Monday-Wednesday-Friday from 9 am to 12 pm and Wednesday from 14 pm to 16 pm.

**E-mail:**  
[segr-studenti-sanitarie@med.uniroma2.it](mailto:segr-studenti-sanitarie@med.uniroma2.it)

**How to reach us**

**Bus/Metro:** From Termini Metropolitana Linea A (directed to Anagnina), get off at the stop Anagnina (capolinea) and take bus n. 20 or n.500.

**Car:** take the GRA (Grande Raccordo Anulare), follow indications towards Roma sud, exit at “La Romanina” n. 20 and follow directions to the School of Medicine.

**Students Secretariat – School of Mathematical Physical and Natural Sciences**

Via della Ricerca Scientifica 1, 00133 Rome, ground floor, Building “Sogene”  
Tel. 06.7259 4831/4092/4093/4832  
Fax 06. 7259 4830

**Office hours:** Monday-Wednesday-Friday from 9 am to 12 pm and Wednesday from 14 pm to 16 pm.

**E-mail:**  
[segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it)

**How to reach us**

**Bus/Metro:** From Termini Metropolitana Linea A (directed to Anagnina), get off at the stop Anagnina (capolinea) and take bus n. 20 or n.500.

**Car:** take the GRA (Grande Raccordo Anulare), follow indications towards Roma sud, exit at “La Romanina” n. 20 and follow directions to the School of MM.FF.NN

**Programme Office**

The Programme Office represent the landmark for students concerning all didactics practices such as plan of studies, Graduation thesis, lectures schedules, exams, rules, professors office hours.

For more information please contact the website available for each school.

School	URL
Economics	<a href="http://www.economia.uniroma2.it">www.economia.uniroma2.it</a>
Law	<a href="http://www.juris.uniroma2.it">www.juris.uniroma2.it</a>
Medicine and Surgery	<a href="http://www.med.uniroma2.it">www.med.uniroma2.it</a>
Humanities and Philosophy	<a href="http://www.lettere.uniroma2.it">www.lettere.uniroma2.it</a>
Engineering	<a href="http://www.ing.uniroma2.it">www.ing.uniroma2.it</a>
Mathematical, Physical and Natural Sciences	<a href="http://www.scienze.uniroma2.it">www.scienze.uniroma2.it</a>

 **International Students Secretary**

The foreign Students Secretary offers support and information regarding all necessary documents in order to enrol to bachelor courses, master of sciences, single courses and masters, in order to offer assistance to UE and non-UE citizens and also italian citizens with foreign degrees.

It is in charge of the regulations concerning the access to italian universities for non-UE students that reside outside the european boundaries, as well as chinese students member of the “Marco Polo Project” and also, it is in charge of the administrative procedures regarding the recognition of foreign academic diplomas from UE citizens and Non-UE citizens that legally reside in Italy with a foreign academic diploma.

**Address**

Via Orazio Raimondo 18, 00173 ROME – Ground floor  
Tel. 06725 92567 / 2566 – Fax 06 7259 3231 / 2022

**E-mail:** [studenti.stranieri@uniroma2.it](mailto:studenti.stranieri@uniroma2.it)

**Office Hours**

Monday – Wednesday – Friday from 9 am to 12 pm  
Wednesday from 14 pm to 4 pm

**How to reach us:**

From Termini: Metro Line A (directed to Anagnina) get off at Anagnina (Capolinea) and take the bus n.500 towards “Rettorato”. **Car:** Take the GRA (Grande Raccordo Anulare), follow indications towards Roma Sud, take the exit “La Romanina” n.20 and follow directions for the “Rettorato”.

## 5. Work Opportunities

Below, there is the list of all opportunities offered by the University of Rome Tor Vergata to its students.

### • Cooperation activities from students:

There is the opportunity for students to obtain part-time job assignments aligned with services offered by the University with the exception of those related to teaching activities, exams and administrative responsibilities. The collaboration will last 150 hours that will be scheduled following the needs of the structure where the collaboration is assigned. In order to have access to these opportunities the student must be currently enrolled.

#### □ Part-Time Students Office

Via O. Raimondo, 18 – 00173 Roma 5th floor – room n.569

Tel. 06.7259 2559 E-mail: [leonardi@amm.uniroma2.it](mailto:leonardi@amm.uniroma2.it)

Tel. 06.7259 2568 E-mail: [luisa.sirolli@uniroma2.it](mailto:luisa.sirolli@uniroma2.it)

### • International Mobility Programmes:

International mobility is provided for all students by European Education Programmes and through bilateral or multilateral agreements within the University and others from around the world through the program “Socrates/Erasmus”.

#### □ Erasmus Office

Via O. Raimondo, 18 – 00173 Roma 5th floor - room n.572

Tel. 06.7259.2555 Fax 06.7326605

E-mail: [erasmus@uniroma2.it](mailto:erasmus@uniroma2.it)

Web: [www.torvergata.llpmanager.it](http://www.torvergata.llpmanager.it)

#### Office Hours:

Monday-Wednesday-Friday from 9 am to 12 pm

Wednesday from 15 pm to 16.30 pm

### • Internships:

There is the possibility to obtain an Internship at companies or public bodies in favour of undergraduates, graduates, Master students, PhDs and University specialization students in order to:

- Fully grow a professional experience
- Experience the work field and also to enrich the CV.

The arousal for the opportunity starts after an agreement between the University and the host company or public entity and the subscription of a training project.

On the University's website [stage.uniroma2.it](http://stage.uniroma2.it) under the voice “procedura di attivazione stage presso Aziende/Enti”, students can find all the information regarding the activation of the administrative procedures and modules for conventions and training projects that need to be filled-in by the company or public entity in order to be sent to the Stage Office via e-mail.

#### □ Internship Office

Via O.Raimondo, 18 – 00173 Roma 6th Floor room n.650 – 601

Tel. 06 7259 2653/359/3066 Fax. 06 7259 3066

E-mail: [ufficio.stages@uniroma2.it](mailto:ufficio.stages@uniroma2.it)

**Office hours:** Tuesdays and Thursdays

from 10.00 am to 12.00 pm and from 2.30 pm to 3.30 pm

## 6. Regulations for all students

For any information about the student's regulation please visit:

[www.uniroma2.it](http://www.uniroma2.it) > Il Campus > Bollettino Ufficiale di Ateneo > Regolamenti

The regulations available on the website are in full detailed and explanation, some examples of what to encounter are:

- Academic Regulations
- Orientation and Tutoring Regulations
- Student's Opinions Regulations
- Part-Time Students Regulations
- Electoral Rules

## 7. Italian Government Scholarships for Foreign and IRE Students

In this section you can find information about opportunities to study and work in Italy for foreign citizens and italians living abroad.

1) The scholarships are offered for the following type of courses:

- Undergraduate University Courses (renewals only);
- Postgraduate University Courses;
- Master Degree Courses (Levels I and II);
- Ph. D. Courses;
- Specialisation Schools;
- Research under academic supervision;
- Courses of Higher Education in Art, Music and Dance (AFAM);



- Advanced Courses on Italian Language and culture Courses for Teachers of Italian as a second language.

2) Candidates may apply for a renewal to continue or complete a multi-year course. A renewal can be granted only if the applicant has passed the exams required in the previous year. No scholarship renewals are offered for students exceeding the legal duration of the course of study.

3) Before submitting their applications prospective applicants to Italian bursaries must contact the University or Institution in Italy where they intend to study. They are advised to be as fully informed as possible about the institution and programme of their choice.

4) For more information about studying in Italy check the MIUR website: <http://www.study-in-italy.it/index.html>

5) Countries, whose students may apply to Italian bursaries, appear on the Recipient Country List which can be downloaded from this website: [http://www.esteri.it/mae/en/ministero/servizi/stranieri/opportunita/borsestudio\\_stranieri.html](http://www.esteri.it/mae/en/ministero/servizi/stranieri/opportunita/borsestudio_stranieri.html)

6) Check on the side bar the list of the “Special Projects”, to which you can apply through specific announcements.

7) Applicants may obtain country-specific information from the Italian diplomatic mission or Italian Cultural Institute in their own country, either in person or from the institutional websites. Contact details for Italian foreign missions abroad are available at: <http://www.esteri.it/mae/it/ministero/servizi/italiani/rappresentanze/>

For further information please visit the website:

[http://www.esteri.it/mae/en/ministero/servizi/stranieri/opportunita/borsestudio\\_stranieri.html/](http://www.esteri.it/mae/en/ministero/servizi/stranieri/opportunita/borsestudio_stranieri.html/)



UNIVERSITY OF ROME  
TOR VERGATA

2015 - 2016  
**Student  
Guidebook**