

University of Roma “Tor Vergata”

ENROLMENT IN SINGLE TEACHING COURSES

Academic Year 2017/2018

General Information

With the purposes of professional upgrading, curricular integration or cultural enrichment, it is possible to present a request to be enrolled in single teaching courses belonging to a Bachelor degree course or Master degree course held in the School of Economics without the necessity of being enrolled in the entire programme. This will allow students to take the exam related to the course and receive a formal certificate regarding the result obtained if one of the following conditions is verified:

- Enrolment in a foreign University;
- Enrolment in another University located on Italian territory, subject to authorization from the University in which the student is enrolled or for the fulfilment of specific agreements;
- Possession of the required high school or university Diploma;
- Possession of the Diploma but not in possession of all the curricular requirements to be enrolled in a Master course, in order to integrate competencies as specifically requested by the Admission committee of the Master course chosen.

The School of Economics establishes, for each academic year, **a maximum amount of 36 CFU** to be acquired through single teaching courses.

Students that want to purchase single teaching courses with the purpose of recognizing credits for the enrolment in a Master degree course:

- Can take only exams present in the study plan of the programme's first year in which they want to finalize the future enrolment including the optional courses (chosen by the student);
- Must take the examinations before the autumn session 2018.

In order to cover the cost of University fees, each student who wants to follow single teaching courses is required to pay the amount of:

- **Euro 200,00** for courses of 6 CFU;
- **Euro 400,00** for courses of 9 or 12 CFU.

After completing the request for the qualification evaluation, graduate students are required to integrate their curricular competencies in order to be enrolled in a Master degree programme of the School of Economics they are required to pay the amount of **Euro 100,00** for each teaching course chosen.

The procedures of enrolment in single teaching courses must be performed and completed by delivering the necessary documents to the office of “[Segreteria Studenti](#)” before the beginning of the lectures of the chosen course:

- Before the 18th of September 2017 for courses starting on the first module of the first semester;
- Before the 6th of November 2017 for courses starting on the second module of first semester;
- Before the 19th of February 2018 for courses starting on the first module of the second semester;
- Before the 9th of April 2018 for courses starting on the second module of the second semester.

These are the instructions for the enrolment in single teaching courses:

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- a. Connect to our DELPHI system: <http://delphi.uniroma2.it>
- b. Student Section;
- c. Section 3 – Single Course Enrollment;
- d. To fill-in the application and print it;
- e. To pay the 16 euro in each Unicredit bank or online at the following link: <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=vergata&action=pag>
- f. To validate the payment through the AUTH code released by the bank.
- g. Present the following documents to the Student Secretary:
 - Application form
 - Copy of your payment
 - Nulla-osta from your University, if you are currently enrolled to another University.

At the following links students can find all the academic courses and programmes offered by the School of Economics:

— Bachelor Degree programmes: <http://economia.uniroma2.it/offerta-formativa?t=laurea-triennale>

— Master Degree programmes: <http://economia.uniroma2.it/offerta-formativa?t=laurea-magistrale>

After completing the request at the office “[Segreteria Studenti](#)” delivering all the required documents and after finalizing and validating the payment online of the proper amount for the single teaching course, it will then be possible to book the requested exams directly from the totem (Delphi) webpage from 30 to 4 working days prior to the exam date. For further information and/or details on the procedure to be followed, students are encouraged to refer to page 56 of the Student Guide.