



# University of Roma “Tor Vergata”

## ENROLMENT IN SINGLE TEACHING COURSES

### Academic Year 2016/2017

#### 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 2017

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 20,00\*multiplied for each credit of the exam**.

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 50,00 for each teaching course chosen, by the established deadline.

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.



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## Specific deadlines for the A.Y. 2016-2017:

- Before the 16<sup>th</sup> of September 2016 for courses starting on the first module of the first semester;
- Before the 4<sup>th</sup> of November 2016 for courses starting on the second module of first semester;
- Before the 17<sup>th</sup> of February 2016 for courses starting on the first module of the second semester;
- Before the 7<sup>th</sup> of April 2016 for courses starting on the second module of the second semester.

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

- Bachelor Degree programmes: <http://www.economia.uniroma2.it/area.asp?a=1656>
- Master Degree programmes: <http://www.economia.uniroma2.it/area.asp?a=1657>

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 57 of the [Student Guide](#).