

Disclaimer: this is the translation of the call for applications for the admission to the English-taught Course of Study in "Global Governance". Its purpose is to provide information to international students. It has no legal value.

CALL FOR APPLICATIONS FOR THE ADMISSION TO THE ENGLISH-TAUGHT COURSE OF STUDY IN "GLOBAL GOVERNANCE" ("L-16 CLASS", POLITICAL SCIENCES) OF THE DEPARTMENT OF ECONOMICS AND FINANCE, SCHOOL OF ECONOMICS, UNIVERSITY OF ROME TOR VERGATA

ACADEMIC YEAR 2018 / 2019

Art.1 –Places on offer and admission requirements

The public call for applications to enter the first year of the English-taught Course of Study in "Global Governance" ("L-16 class", Political Sciences) at the University of Rome Tor Vergata (Department of Economics and Finance) for the academic year (a.y.) 2018/2019 is now open, in accordance with art. 2 of Law n. 264 of August 2, 1999; a total number of at most **204 places** are available, divided as follows:

- **150 places** available for Italian citizens, EU citizens and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002;
 - **54 places** reserved for NON-EU citizens resident abroad and applying for visa (4 of which are reserved to Chinese students participating to the "Marco Polo" programme).
- ⇒ The present call for applications is subject to the requirements laid down in the Decree 987/2016 (and its following amendments) by the Italian Ministry of Education, University and Research regarding the accreditation of Courses of Study.

Any Italian citizen, EU citizen and non-EU citizen legally resident in Italy, in accordance with art. 26 of Law n.189/2002, as well as any foreign/international citizen requiring a visa, may participate to the selection process. In order to be admitted to the Course, it is mandatory to hold a five-year high school Diploma issued by Italian institutes, or alternatively an equivalent foreign qualification obtained abroad and valid for the admission to any Italian University (see attachment).

Moreover, any student - enrolled in the last year of Italian High Schools, or in the last year of non-Italian High Schools issuing an equivalent foreign qualification obtained abroad and valid for the admission to any Italian University - expecting to achieve the High School Diploma in the 2017/2018 school academic year may participate in the selection process.

The application procedure provided for in the present call for applications is also necessary for:

- students from other universities who intend to apply for transfer to the Course of Study in "Global Governance";
- students of the University of Rome "Tor Vergata" belonging to Courses of Study other than "Global Governance" who intend to apply for inbound transfer to the Course of Study in "Global Governance".

The candidate selection will take place in **two calls** and the **total number of places** made available by the Course of Study is divided as follows:

- First call: **102 places** (of which **27 places** reserved to NON-EU citizens resident abroad and who need to apply for a visa, 2 of which are reserved to Chinese students participating to the "Marco Polo" programme). Students declared eligible for the oral interview but eventually not admitted in the first call may apply again in the second call, submitting if desired additional experiences gained during the period which has elapsed since the first application.
- Second call: **102 places** (of which **27 places** reserved to NON-EU citizens resident abroad and who need to apply for a visa, 2 of which are reserved to Chinese students participating to the "Marco Polo" programme), in addition to potential additional places available at the end of the first call.

Art.2 – Application Procedure

In order to apply, the candidates of the FIRST CALL (in the period between **February 2nd, 2018** and **March 15th, 2018**) and the candidates of the SECOND CALL (in the period between **April 1st, 2018** and **May 31st, 2018**) must fill in the **online form** on the website of the Course of Study "Global Governance" (<http://economia.uniroma2.it/ba/globalgovernance/apply-now/>) and upload the following documents:

- Scanned pdf copy of the Passport (or Carta d'Identità for Italian students if available);
- Personal statement (so called "Declaration of knowledge and aptitude for Global Governance disciplines") in English (pdf format): in no more than 1000 words the candidate (also referring to what specified in his/her curriculum vitae) shall illustrate how the knowledge acquired in his/her personal and educational growth path is consistent with the disciplines of the Global Governance training project, as well as shall show his/her personal aptitude (also referring to his/her school activities) for the disciplines envisaged by the training project and for the challenges posed by global phenomena;
- **Documents in support of the Personal statement:**
 - **High School Diploma and transcript of grades** obtained in the last academic year attended (or only transcript of grades obtained in the last solar year (2017) attended, for students currently enrolled in the last year of

Italian High Schools, or in the last year of non-Italian High Schools issuing an equivalent foreign qualification obtained abroad and valid for the admission to any Italian University);

- **Copy of the Curriculum Vitae (pdf format) written in English.**

The candidate must provide a valid **e-mail address** in order to receive communications regarding the application procedure, as well as a **skype contact** necessary for the **interview** referred to in article 3 of the present call for applications.

PLEASE NOTE:

In accordance to D.P.R. 445/2000, any Italian citizen, EU citizen and NON-EU citizen legally resident in Italy may self-certify only his/her personal qualities and information that can be verified or certified by Italian public entities (artt. 46 and 47 of the D.P.R. 445/2000).

The University of Rome Tor Vergata reserves the right to check the **veracity of the statements** made, under penalty of exclusion from access to the Course of Study of Global Governance.

All admitted students with a non-Italian High School Diploma (in accordance with art. 1 of the present call for applications), are required to provide, at the moment of enrolling, the **Declaration of Value of the final title** (obtained after at least 12 years of education, **translated and legalized**) issued by the Italian competent authorities or the declaration released by the ENIC-NARIC centre.

- ❑ According to Law n. 104 of February 5, 1992, **students with disabilities** may send an email to the Technical Secretariat of the University Committee regarding the Inclusion of Students with Disabilities and DSA (CARIS) in Via del Politecnico, 1 (new buildings of the Faculty of Engineering, ground floor) at segreteria@caris.uniroma2.it concerning the type of disability (attaching a scanned copy of the available medical documentation), in order to provide them with suitable means for the selection process.
- ❑ **Candidates suffering from dyslexia (as certified by the Law n. 170/2010)** are required to give notice of disability to CARIS with the same modality. For these students, a 30% extra-time will be granted for the oral interview.

Art. 3 - Admission, Evaluation Criteria and Results Communication

For both calls, the selection of candidates aims at verifying, on the basis of the evaluation of the documents submitted (evaluation of the Personal statement and supporting documents) and on the basis of an interview, the adequate preparation of the candidate (pursuant to art. 6, par. 1, of M.D. 270/2004). In particular, to be admitted to the Course of Study in Global Governance, the candidate shall prove the required knowledge and aptitude for the Course disciplines, i.e.:

- a. The knowledge and the ability to argue with clarity and comprehensiveness about the main challenges posed by global phenomena;

- b. The knowledge and the ability to argue with clarity and comprehensiveness about the Global Governance training project, also in relation to the candidate's personal development project.

Following the same procedure, English language knowledge and skills will be verified according to the Common European Framework of Reference for Languages (entry level B2).

The evaluation is carried out on a scale of 0 to 100 total points, divided as follows:

- Up to **50 points**: evaluation of the **Personal statement** and **supporting documents**. Students that have achieved a **minimum** score of **20/50** in the evaluation of the submitted documents shall be declared eligible for the interview; students that have not achieved 20/50 might receive a rejection notification before the end of the selection period.
- Up to **50 points**: **oral interview**. During the interview, held in English, the **Committee** (see article 4) shall evaluate the candidate's ability to understand and speak English and the knowledge required by the Course, i.e. the knowledge and the ability to argue with clarity and comprehensiveness on the main challenges of global phenomena, as well as on the Global Governance project, also in relation to the candidate's personal development project.

The **results of the evaluation of the documentation**, along with the notification of the date, time and place of the interview, will be announced via **email**, at the email address provided in the application form, by:

- First call: deadline **March 31st, 2018**.
- Second call: deadline **June 13st, 2018**.

The interviews with students living outside the Lazio Region will be held via videoconference using the Skype software; for students living in the Lazio Region the interview will be held at the School of Economics of the University of Rome Tor Vergata (Via Columbia 2).

It is the responsibility of the candidate to ensure the availability of the required hardware (PC, webcam), software and reliable internet connection.

Candidates who do not show up by the deadlines set in the interview calendar will be excluded from the final ranking list.

Students declared eligible for the interview but not admitted in the first call that apply again in the second call will not have an additional oral interview, and they will maintain the score awarded of the oral interview. However, they will have the possibility to improve their score related to the evaluation of the documents by providing additional experiences gained during the period which has elapsed since the last application.

Art. 4 - Committee and Responsible of Procedures

The Admission Committee is appointed by the Rector on the proposal of the Coordinator of the Course, by his own decree. The Officer in charge of the administrative procedures is Mr. Vincenzo Parisi, Head of the Students Secretariat of the School of Economics.

Art. 5 – Ranking

The ranking is drawn up in order of merit according to score, in accordance with art. 3.

Candidates with a score of 70/100 or above will be deemed suitable for the Global Governance program.

The ranking list will be published on the website of the Course of Study (www.globalgovernance.it) by: **April 16th, 2018** (first call); **June 30th, 2018** (second call).

The ranking list represents the only official mean of publication of the results, and any further means of publication are not in order.

Admitted candidates must carry out the **pre-enrollment** under the terms and procedures as per art. 6 below, otherwise they will be deemed to have withdrawn and they will be replaced by the eligible candidates ranked immediately below.

Art. 6 – Pre-enrollment

Admitted candidates must use their login credential to enter the "**Apply now**" section of the course website (<http://economia.uniroma2.it/ba/globalgovernance/apply-now/>) and upload, no later than **April 23rd, 2018** (first call) and no later than **July 7th, 2018** (second call), the following documentation:

- **Code of Conduct pdf scanned copy**, signed at the bottom;
- **Receipt of payment of 500 euro as a deposit** for the following academic years tuition fees; if the student will be totally or partially exempt from the payment of tuitions fees, he/she shall be totally or partially reimbursed.

University bank account details at:

<http://economia.uniroma2.it/ba/globalgovernance/how-to-pay/>;

On the same page, admitted students must notify the Global Governance Secretariat of their intention to request accommodation at **CampusX** (www.campusxroma.it).

Once these conditions are met, the Global Governance Secretariat will issue a **Formal Acceptance Letter** signed by the Director of Course of Study.

Please note:

Where available, vacancies for eligible but not admitted students will be filled by scrolling the ranking and will be notified on the website www.globalgovernance.it

Newly admitted students are required to finalise the pre-enrollment within seven days of the notification.

Art. 7 – Enrollment and payment/validation of tuition fees

The enrolment procedure consists of the fulfillments referred to in point A) and point B) below:

A) Online enrolment, payment of the FIRST INSTALLMENT and payment validation (deadline NOVEMBER 5TH 2018)

Fill in the evaluation questionnaire on the "Quest Test" site:

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

Keep your questionnaire code (QC) that will be issued by the system (N.B. the QC remains valid for only five days after filling in the questionnaire, after which the questionnaire must be filled in again).

Then:

1. Connect to the Delphi Online Services website:

<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN> ;

2. Select Student Section, Key 2 - Registration;

3. Select the "Start application procedures";

4. Carefully read all the instructions and complete the enrolment application, select the Course of Study in "Global Governance", then enter all the required data and self-certification of the High School Diploma. If the student wants to pay the second instalment in one tranche (mandatory for tuition payments below 300 euro) please select the appropriate button;

5. Print the invoice for the payment of the first instalment;

6. Make the payment at any UniCredit bank Agency;

7. Log into the Online Services website again, then enter the payment codes (CTRL and AUTH reported in the invoice and the QC) to validate the payment.

Doing so will provide a **matriculation number** and a **password**;

8. Keep the matriculation number and the password as they will grant access to the University's IT services (email, payment of subsequent instalments, requesting list of taken exams, exams' registration, etc.).

It is possible to make the **payment online** by using a credit card at the following link: <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp>

B) Submission of documents to the Students Secretariat

Once the payment referred to in point A) has been validated, in order to finalise the enrolment procedure it is **NECESSARY** to submit, **within 30 days of the validation**, the following documentation to the Students Secretariat of the School of Economics:

- a. **Enrolment form** pre-compiled, to be signed at the time of submission, with a **passport-sized photo** in the area provided;
- b. **Two passport-sized photos** identical to the one on the application form;
- c. **Copy of a valid identification document**;
- d. **Copy of the payment receipt** (except for those who are totally exempt from the payment of tuition fees);
- e. **Part of the document** issued after the payment validation. This part of the document is marked as "**da consegnare alla Segreteria Studenti**" (translation: "to be submitted to the Students Secretariat").

⇒ University students from other Universities or from degree courses of the University of Rome "Tor Vergata" who wish to apply for **transfer / inbound transfer to the Course of Study referred to in present call for applications** must deliver a copy of the document proving the above-mentioned request to the Students Secretariat by **December 31st, 2018**.

PLEASE NOTE:

- ✓ Validating the payment and submitting all the above-mentioned documents to the Students Secretariat is mandatory to finalise the enrolment procedure.
 - ✓ If the above-mentioned documents are not submitted by the deadlines and according to the procedures laid down by the latter, the enrolment shall be considered as not valid and the vacancies shall be filled up according to procedures and criteria established by the present call for applications.
 - ☐ **In order to be totally exempt from the payment of tuition fees, students with certificated disabilities, equal or higher than 66%, or students with disabilities in accordance with art. 3, paragraph 1 and 3 of Law n.104 of 5th February 1992** must submit appropriate documentation proving the disability, issued by a competent body, to the Technical Secretary of the Committee for the Disabled ("Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità") and DSA (CARIS) in Via del Politecnico, 1 (Faculty of Engineering).
- ⇒ More information relating to the amount of the tuition fees, payment modalities and partial or total exemptions will be available on the Student Guide A.Y. 2018/2019, published on the University website web.uniroma2.it
- ☐ **Transfers e inbound transfers**

University students from other Universities or from other Faculty courses of the University of Rome "Tor Vergata" must scan a legible documentation proving the

request for inbound transfer (if coming from other Faculty courses of the University of Rome "Tor Vergata") or transfer (if coming from other Universities) and send it, along with the request for a confirmation of receipt, to the following email address: segreteria-studenti@economia.uniroma2.it and students@economia.uniroma2.it within the following dates:

- **From August 1, 2018 to December 31, 2018;**

The Students Secretariat will send, along with a reading confirmation, the additional procedures to be carried out on the *Delphi system* of the University.

As an alternative, it is possible to submit the above-mentioned documentation proving the request for inbound transfer or transfer during the opening hours of the Students Secretariat (detailed in the present call for applications).

Art. 8 - Candidates with a non-Italian High School Diploma

Candidates holding a non-Italian High School Diploma can participate in the selection process, but they are subject to confirmation. If admitted to the Course of Global Governance, in addition to following the above-mentioned enrolment procedure, they must submit the documentation required by current regulations available on the Ministry of Education, Universities and Research website: <http://www.studiare-in-italia.it/studentistranieri/>.

In case of irregular documentation issued by the student, he/she will be automatically erased from the final official ranking.

For further information please check the University website, section International students,
at

http://web.uniroma2.it/module/name/Content/newlang/italiano/action/showpage/navpath/HOM/content_id/44626

Art. 9 - Further information

For further information please check the [Ministry of Education, University and Research](#) ("Ministero dell'Istruzione, dell'Università e della Ricerca") website and the University website at: www.uniroma2.it.

Information Office of the School of Economics – Mr. Feliciano Bernabei - Tel: 0672595513 - Email: bernabef@uniroma2.it.

The **Students Secretariat of the School of Economics**, Via Columbia, 2 – 00133 Roma (ground floor - building A), is open on Monday, Wednesday and Friday from 9 am to 12 pm and on Wednesday from 2 pm to 4 pm.
e-mail: segreteria-studenti@economia.uniroma2.it

The **International Students Secretariat**, Via Cracovia, s.n.c. – 00133 Roma, is open on Monday, Wednesday and Friday from 9 am to 12 pm and on Wednesday from 2 pm to 4 pm. Tel.: 06.72593231-2566-2567.
e-mail: studenti.stranieri@uniroma2.it

Public Relations Office (URP)

- Telephone answering service "Call Tor Vergata": - Monday to Thursday, from 8 am to 1 pm and from 2 pm to 6 pm, and Friday, from 8 am to 12 pm. Tel. 06.7231941.
- E-mail: relazioni.pubblico@uniroma2.it - Fax: 0672592542-2272

Services for Students with Disabilities of the Faculty of Economics – Manager Dr. Stefano Caiazza (caiazza@economia.uniroma2.it) – Administrative contact Dr. Simona Vigoni (06 72595501, simona.vigoni@uniroma2.it)

Secretariat of the University Committee regarding the Inclusion of Students with Disabilities and DSA (CARIS) – School of Engineering – ground floor (Room L1) - Via del Politecnico 1 – Tel.: 06 2022876 - Fax: 06.72597483 – Email: segreteria@caris.uniroma2.it. Opening hours: Monday, Wednesday and Friday from 9 am to 12.30 pm, Tuesday and Thursday from 2.30 pm to 4 pm.

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