



FACULTY OF ECONOMICS
Department of Economics and Finance
Department of Management and Law

COMPETITION NOTICE
FOR ADMISSION TO THE DEGREE COURSE
IN “BUSINESS ADMINISTRATION AND ECONOMICS” (*English language*)
Class L-18 Economics and business management sciences & L-33 Economic sciences

AY 2024/2025

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Art. 1 - Available places and selection rounds

200 places (two hundred places) for admission is announced at the University of Rome “Tor Vergata” (Department of Economics and Finance and Department of Management and Law). in the first year of the Degree Course in English “Business Administration and Economics ” (Class L-18 Economics and Business Management Sciences & L-33 Economic Sciences) so broken down:

- a) **195** places for Italian citizens, EU citizens and non-EU citizens legally residing in Italy, pursuant to law no. 189/2002 art. 26;
- b) **5** places reserved for non-EU citizens residing abroad and applying for visas ;

This competition notice is subject to the rules established by the decree of the Ministry of Education, University and Research n. 6 of 7/1/2019 regarding the accreditation of study courses and subsequent amendments.

The selection will take place in **ONE ROUND**. A **possible second round will be foreseen** only in the case of places found vacant at the expiry of the pre -enrolment procedures (see art. 8 and 9) of the winners/eligible candidates of the first selection round.

The total number of places made available for the master's degree course is therefore divided as follows:

- FIRST selection round : **200 places** (of which **5** places are reserved for non -EU students residents abroad visa applicants; if at the end of the pre -enrolment period there are unassigned places, the ranking will be scrolled to allow suitable pre -enrolment to take place for a number of places equal to those not assigned.
- (possible) SECOND selection round : number of **places available based on the outcome of the first round** reserved only **for** EU and non-EU students already legally residing in Italy, therefore not visa applicants.
 - ⇒ The places reserved for non-EU citizens applying for visas and residing abroad, if they are not assigned, will be made available for Italian citizens, EU citizens and non-EU citizens legally residing in Italy.
 - ⇒ citizens **residing abroad and visa applicants** they can only apply in the FIRST Selection ROUND.
- (possible) Extraordinary Selection
If there are places available at the end of the aforementioned ordinary selections, the Faculty of Economics may decide to activate an extraordinary selection, with a specific notice, which will indicate the number of places still available and the operating methods of this selection. The notice will be published on the University website > *training offer* and on that of the Faculty of Economics.

ART. 2 - Requirements for participation in the selection

Italian citizens, EU citizens and non-EU citizens legally residing in Italy as per art. 26 of law no. 189/2002, as well as foreign/international citizens requesting visas, in possession of a **secondary school diploma**, issued by Italian institutions, recognized as suitable according to the legislation in force in Italy for admission to degree courses or a qualification abroad considered valid for admission to university courses activated at Italian universities (see art. 13) can participate in the selection referred to in this competition announcement.

Participants may also be **enrolled in the last year of Italian secondary education institutions**, or in the last year of a non - **Italian secondary education institution** which awards a qualification deemed valid for admission to university courses activated at Italian universities, which require the qualification to be obtained by the enrollment dates foreseen for the selection round in which they participate.

ART. 3 - Admission procedure and methods of participation in the selection

To participate in the selection referred to in this announcement, candidates, in possession of the requirements referred to in the previous article 2, must **compulsorily** implement, under penalty of exclusion from the competition, **both the requirements referred to in the following points A) and B) :**

A) Having taken the English TOLC-E TEST with a score of at least 10 points out of 36 in the total of the Logic, Verbal Comprehension and Mathematics sections, according to the methods and deadlines reported in the following article 4 of this announcement :

⇒ The score obtained in the ENGLISH TOLC-E (CISIA) test is taken into consideration by the Commission as a requirement for access to the subsequent **ORAL INTERVIEW** and will be added to the score obtained therein for the purposes of forming the merit ranking referred to in the following art. 8 .

B) Submit an application to participate in the selection for inclusion in the ranking via the University online services site " DELPHI" (<http://delphi.uniroma2.it>) according to the deadlines and procedures referred to in the following art. 5.

⇒ The submission of the application for participation on the Delphi system is necessary in order to participate in the selection referred to in this announcement and to be included in the ranking of the Degree Course in Business Administration & Economics (see art. 8 of this announcement);

⇒ it is possible to submit the application to participate in one of the selection rounds for inclusion in the ranking even before having taken the ENGLISH TOLC-E test, provided that it is taken before the deadline set for the selection round in which one is registered, under penalty of exclusion from the competition and failure to be included in the ranking.

ART.4 – Registration for the TOLC-E (CISIA) test and evaluation criteria

To participate in the selection referred to in this announcement (and in particular, to be admitted to the oral interview referred to in the following art.6), applicants must take only and exclusively the ENGLISH TOLC-E TEST, provided by CISIA in any modality, from January 2023 and :

- **no later than April 30, 2024** (to participate in the FIRST selection round);
- **no later than July 30, 2024** (to participate in the EVENT SECOND selection round)

⇒ In the event that a candidate has taken more than one ENGLISH TOLC-E (CISIA) test, for the purposes of selecting this announcement and formulating the ranking, the score of the last ENGLISH TOLC-E taken will be considered.

Dates and places of the ENGLISH TOLC-E test will be announced by CISIA (Inter-university Consortium for Integrated Systems for Access) through the website

<https://tolc.cisiaonline.it/calendario.php?tolc=economia&lingua=inglese>

Registration for the ENGLISH TOLC-E test takes place via the CISIA website (<https://www.cisiaonline.it/area-tematica-english-tolc-economia/home-english-tolc-e/>)

1. Through the above link, the student registers in the TOLC area using the appropriate form and receives from the system, at the e-mail address he entered during registration, the access credentials, user and password for his personal area on the CISIA portal; **When registering on the Cisia website , enter the complete "name" and "surname" as per your passport. International students, not resident in Italy, can obtain the Fiscal Code either from the application provided by the Delphi system (if registration on Delphi precedes the application on the Cisia site), or via this site: <http://www.codicefiscaleonline.com> .**
The Tax Codes must match in both the Delphi and Cisia systems . Coincidence is necessary for the TOLC score to be associated with the candidate. In case of discrepancy it is necessary to contact the teaching secretariat of the course.
2. The student, using the user and password provided by CISIA, accesses their personal TOLC area from where they can select the type of TOLC they intend to enroll in, the delivery method, the payment method, the university location and the date on which they intend to take it. the TOLC.
3. The student proceeds to pay the registration fee by credit card or via bank MAV.

On the CISIA website there is a **video tutorial** that guides the candidate when registering for the TOLC-E test. For further information one can consult the regulation published on the website <http://www.cisiaonline.it/>

The time at which the test will be carried out is indicated on the receipt of payment and registration for the CISIA ENGLISH TOLC-E test. It is in no way possible to take the test on a day other than the day of registration .

Contents of the ENGLISH TOLC-E (CISIA) test. The test is made up of 36 questions (13 Logic questions, 10 Verbal Comprehension questions and 13 Mathematics questions). The ENGLISH TOLC-E test lasts 90 minutes, 30 minutes for each section. Each question is a multiple choice question and has 5 possible answers, of which only one is correct.

The test score is determined as follows:

- Correct answer 1 point
- Wrong answer minus 0.25 points
- Answer not given 0 points

On the CISIA website (www.cisiaonline.it) it is possible to: simulate the ENGLISH TOLC-E test, find commented and solved questions, as well as test preparation manuals and mentors .

The complete calendar with the dates scheduled for taking the ENGLISH TOLC-E test, which can be taken in all the proposed locations ~~and~~ in the various types of delivery (university _ home), can be consulted on the CISIA website.

⇒ **Please note** : for each date there is a maximum number of students admitted to take the test. Candidates are invited to register for the test in good time via the CISIA website.

ART. 5 – Submission of the application on the Delphi online services site

To participate in the selection referred to in this announcement, candidates who meet the requirements set out in art. 2, **will also have to implement mandatory , under penalty of exclusion from the competition, the application for participation on the Delphi online services site following the procedure indicated below in the periods :**

- **from 16 February 2024 to 30 April 2024 (FIRST Selection ROUND);**
- **from 16 July 2024 to 30 July 2024 (possible SECOND selection round).**



Selection participation procedure:

1. **Connect** to the online services site: <http://delphi.uniroma2.it>
2. **Select** Student Area and type KEY 1 "enrolment for admission tests" > "fill out the application" > "Faculty of Economics" and **select** the chosen course code (T16 or T17). *The **T16 code** identifies the curriculum in Business Administration, while the **T17 code** identifies the one in Economics . It is possible to apply exclusively for one of the two curricula. It is specified that this choice at the time of submitting the application will not be binding, as it can be modified by the student at the time of actual enrollment in the third year.*
 - ⇒ students **regularly residing in Italy** they will have to select the corresponding category;
 - ⇒ students **residing abroad applying for visas will instead have** to select " *foreign citizens residing abroad without a tax code* ";
3. **Fill in** the relevant application by entering all the required data (NB insert "full name" and "surname as per passport);
At the end of the compilation, the system will produce the participation application and a payment slip, a **zero amount slip** bearing a CTRL code and an AUTH code.
PLEASE NOTE: The tax code for non-resident international students will also be provided in the application
 - ⇒ The data entered and the attachments uploaded within the participation application can be modified by returning to the DELPHI system:
<https://delphi.uniroma2.it/totem/jsp/index.jsp> and selecting "Student Area" > 1. "Registration for the admission tests" > b. "You have already filled out the application, **edit Application** ".
PLEASE NOTE: After validation of the payment referred to in point 5 below, it will no longer be possible to make any changes to the application on *delphi* .
4. Print the application (to keep) and the slip.
5. **Connect** again to the online services site <http://delphi.uniroma2.it/> Select Student Area, Key 1 "registration for the admission tests" > key b "You have already filled out the application" and enter the required data (CTRL codes and AUTH assigned automatically by the IT system) and proceed to **validate the payment** .
 - ⇒ A **protocol number** will be assigned to each candidate at the same time as the aforementioned validation, with which it will be possible to view their position in the final selection ranking.

PLEASE NOTE:

- It is absolutely **essential** to participate in the selection (and allow the University to directly receive the score obtained in the **ENGLISH TOLC-E test necessary to be admitted to the INTERVIEW ORAL**), make both the **payment** and the **online validation** of the payment within the deadline indicated above.

In the application to participate in the selection referred to in this article, the candidate must also:

- (a) indicate the e-mail address at which intend to receive communications relating to the selection (preferably use a PERSONAL e-mail address that contains at least part of name or surname);



- (b) attach a copy of passport or valid identity document in pdf format. **The Name and Surname entered when completing the application participation must** coincide exactly with those reported in the passport/identity document;
- (c) attach, only for non-EU students already resident in Italy, a copy of the valid residence permit;
- (d) declare, if possessed at the time of submitting the application, the educational qualification in art. 2 of the notice (Higher Secondary Education Diploma), also indicating the final grade obtained;

PLEASE NOTE: Pursuant to Presidential Decree 445/2000, in addition to Italian citizens, also EU citizens and citizens of states not belonging to the European Union, legally resident in Italy, limited to personal qualities and facts that can be certified or attested by public Italian offices (articles 46 e 47 of Presidential Decree 445/2000).

The University will check the **truthfulness of the statements**.

In any case, at the time of registration, as specified in the article 13 of this notice, all the candidates with title abroad will have to deliver the documentation indicated in the article 13.

PLEASE NOTE

IT IS possible to participate in all selection rounds (*) by submitting a specific application for participation for each of them following the procedure referred to in this article .

(*) International students residing abroad requesting visas , it is worth repeating, they can apply exclusively in the **first selection round**, in order to allow effective enrollment in the Degree Course referred to in this Notice, subject to receipt of the visa (see art.13), as required by the MUR regulations which can be consulted on the website: <http://www.studiare-in-italia.it/studentistranieri/>.

It is necessary to resubmit the application following the procedure set out in this article to participate in the next selection round and be included in the ranking in the following cases :

- candidate who participated in the first round but was found to be "eligible, non-winner" or "not eligible". By "eligible non-winner" we mean a candidate who obtained at least 10 points in the ENGLISH-TOLC-E test and at least 15 points in the oral interview, but who ranked higher than the number of places available. For "not suitable" please refer to the following art.6.
- candidate who, despite being the winner, did not formally regularize the enrolment.

At Rt. 6 - Selection methods and evaluation criteria

For all rounds of the competition, the selection of candidates is aimed at ascertaining the candidate's adequate initial preparation (pursuant to art. 6, paragraph 1, of Ministerial Decree 270/2004) and therefore possession of the knowledge required for the access and preparation for the disciplines covered by the Degree Course referred to in this announcement, through the following two evaluation moments:

○ **test ENGLISH TOLC-E**

The first moment of evaluation is given by the score obtained on the ENGLISH TOLC-E test, organized by the CISIA consortium. The score obtained on the test will give the right to an equivalent number of points for evaluation purposes (e.g. a score of 22 out of 36 will give the right to 22 points).

Only candidates who have obtained **a score in the ENGLISH TOLC-E (CISIA) test** are considered suitable and **may be admitted to the subsequent oral interview (second moment of evaluation). equal to or**

greater than 10 points out of 36 in the total of the Logic, Reading Comprehension and Mathematics sections.

○ **Oral interview**

The second moment of evaluation consists of an **oral interview** with the candidate aimed at (1) verifying the candidate's maturity, (2) verifying aspects of general culture, based on the upper secondary school programs, (3) ascertaining the predisposition for disciplines covered by the course of study, (4) knowledge of the English language (according to the reference framework of the Council of Europe "level B2"), (5) knowledge of mathematics, logic and text comprehension. This second phase will award a **maximum of 36 points**.

In order to facilitate the work of the examining commission, oral interviews may also take place before the deadline for submitting applications.

The indications of the day, time and place in which the candidates will be invited to carry out the oral interview will be made known via email to the address communicated in the application to participate in the selection, with at least 48 hours' notice. The risks of possible malfunctions of the candidate's email address remain with the candidate. In case of remote connection, it is the candidate's responsibility to ensure the availability and functioning of the required hardware (PC, webcam, audio), the required software and a reliable internet connection. The candidate who does not show up within the deadlines set by the test calendar or who does not guarantee a stable video connection throughout the entire oral interview, if this takes place remotely, will be excluded from the final ranking.

In the case of remote interviews, the only platform used will be Skype (<https://www.skype.com/it/>). Those who do not have a Skype account will be able to create one for free by accessing the link above.

Eligible and ineligible candidates

Tolc -E" test lower than 10 and/or obtain a score in the oral interview assessment lower than 15 will be **ineligible**.

In other cases the candidate will be considered **suitable** and the score with which they will be included in the ranking will be given by the sum of the scores obtained in the two phases of the evaluation.

Ineligible candidates may be included in the sliding rankings (see ART. 8)

ART. 7 - Appointment of the selection commission and the person responsible for the procedure

The Commission, responsible for the selection, is appointed by the Rector, with his own decree, upon proposal of the Board of the Faculty of Economics.

The person responsible for the administrative procedure is identified pursuant to art. 4 of law 241/90 in the person of Dr. Vincenzo Parisi.

ART. 8 - Merit rankings and sliding ranking

For each **ordinary selection round (first round and possible second round)** a **merit ranking will be drawn up** in which the candidates who have registered for that selection round will be included, formulated on the basis of the score determined by the algebraic sum of the scores obtained in the two evaluation phases, as specified in article 6 of this notice.



Please note : placement in the ranking in the first selection round is not relevant for the ranking of subsequent selections (possible second selection round and extraordinary selection). Each selection is independent of the others.

The merit ranking and any sliding ranking will be published for each selection round on the University website web.uniroma2.it > educational offer > degree courses, selection of the study course of interest and on the website of the Faculty of Economics <https://economia.uniroma2.it/>, and the degree course in Business Administration and Economics (BAE) www.economia.uniroma2.it/bae.

The publication of the above rankings will be valid for all legal purposes as notification value . _ _ _ _ _
_ No other forms of communication of the ranking will be envisaged.

CRITERIA FOR FORMULATION OF THE MERIT RANKING

In the first and (possible) second selection round, **only** candidates who have obtained a score in the "English TOLC-E" test equal to or greater than 10 **and** a score in the oral interview assessment equal to or greater than 15 for a total of **25 out of 72**.

In the event of a tie, the candidate who obtained the highest score in the oral interview will prevail.

In the event of a further tie, the youngest candidate will prevail.

CRITERIA FOR FORMULATION OF THE SLIDING RANKING

In **scrolling the ranking of the first or possible second round** , the candidates who have obtained a score in the "English TOLC-E" test equal to or greater than 10 and a **score** in the evaluation through oral interview equal to or greater than 15 for a total of **25 out of 72**.

In the event of a tie, the candidate who obtained the highest score will prevail, in order in the oral interview.

In the event of a further tie, the youngest candidate will prevail.

However, **in the event that places still remain** , these will also be assigned **to ineligible candidates** , i.e. candidates who have obtained a score in the "English TOLC-E" test equal to or greater than 10 and/or a score in the oral interview assessment less than 15.

In the event of a tie, the candidate who obtained the highest score in the oral interview will prevail.

In the event of a further tie, the youngest candidate will prevail.

In case there are places available after the merit section, Ineligible candidates may still be able to enrol, but with the attribution of an **additional educational obligation** (OFA) which must be completed within the first year of the course. For further information on OFA and how to complete them, you can consult the BAE Degree Course website and/or contact the teaching secretariat of the Course itself (art. 16).

- The **publication of the ranking** for the **FIRST Selection ROUND** is scheduled for the following dates:

SELECTION ROUND	Ranking Type	Publication date
FIRST ROUND	Merit ranking (*)	by June 15, 2024
	<i>possible sliding ranking (**)</i>	01 July 2024

PLEASE NOTE:

(*) Candidates who are winners in the merit ranking of the FIRST selection round will have to carry out

the **pre -enrolment procedure**, in terms and mode described at following art. 9 , otherwise they will be considered renouncers and the places will be reassigned through the aforementioned first round sliding ranking.

(**) Similarly, candidates who are usefully placed in the sliding ranking of the **FIRST** selection round on the basis of available places will have to carry out the **pre -enrolment procedure**, always within the terms and mode described at following art. 10, otherwise they will be considered renounce and the places will be reallocated in the second selection round.

- The **publication of the ranking for the possible SECOND Selection ROUND** is expected on the following dates:

SELECTION ROUND	Ranking Type	Publication date
Possible SECOND SHIFT	Merit ranking (*)	by September 15, 2024
	<i>possible sliding ranking (**)</i>	<i>01 October 2024</i>

PLEASE NOTE:

(*) Candidates who are **winners in the merit ranking of the possible SECOND selection round** will have to directly implement the **enrollment procedure**, in terms And mode described at following art. 10 , otherwise they will be considered renouncers and the places will be reassigned through the above-mentioned ranking list for the second round.

(**) Similarly, the candidates who are **usefully placed in the possible sliding ranking of the SECOND selection round** on the basis of the available places, will have to implement the **registration procedure**, always in the terms And mode described at following art. 10, otherwise they will be considered renounce and the places will be reassigned to the extraordinary selection.

Candidates usefully placed in the above rankings who have not pre -enrolled/enrolled and those who are not successful at the end of the respective selection rounds will also be able to participate to the following shift resubmitting a new request Of participation And following the procedure e the directions Of which to the articles 3, 4 and 5.

Please also remember that the SECOND Selection ROUND is reserved for EU and non-EU students legally residing in Italy as per art. 26 of law no. 189/2002.

- **(possible) Extraordinary Selection**

If there are places available at the end of the aforementioned ordinary selections, it is worth repeating that the Faculty of Economics may decide to activate an **extraordinary selection** with a specific notice, which will indicate the number of places still available and the operating methods of this selection. . The notice will be published on the University website > training offer and on that of the Faculty of Economics.

ART. 9 - Pre -enrolment procedure (FIRST SELECTION ROUND)



The successful candidates of the competition in relation to the FIRST selection round (*) will have **to complete the** pre -enrolment procedure no later than the deadlines indicated in the following table:

SELECTION ROUND	Ranking Type	-ENROLMENT DEADLINE
1st SHIFT (*)	Merit ranking	By June 30, 2024
	<i>possible sliding ranking</i>	By July 14, 2024

(*) SHIFT reserved for EU and non-EU students legally residing in Italy as per art. 26 of law no. 189/2002

PRE-REGISTRATION PROCEDURE:

1. **Connect** to the University online services site: <http://delphi.uniroma2.it> ;
2. **Select** Student Area > Key 2 > " pre -enrolment" > key a > "fill out the application" > select the Faculty and the course of study you are interested in, enter the required data and follow the instructions;
3. Pay the pre -registration fee of **€156.00**.
4. Payment must be made through the PagoPa system (a method that allows payments to be made through a variety of channels, physical or online. Further information on payment methods is available at the following link: <http://studenti.uniroma2.it/pagamento/>);
5. Carefully **keep the CTRL identification code** , issued by the pre -enrolment procedure , which, together with the TAX CODE, will allow you to recover the data entered to proceed directly with enrolment.

PLEASE NOTE: Those who do not complete all the requirements within the indicated deadlines will be considered to have withdrawn and the vacant positions will be reassigned in subsequent selection rounds.

(*) The pre -enrollment procedure is foreseen only for candidates who participate in the FIRST selection round, as they do not yet possess a secondary school diploma or other qualification obtained abroad, recognized as suitable according to current legislation, an essential qualification for registration.

ART. 10 - Registration procedure

Successful candidates in **all selection rounds** must **complete the enrollment procedure** by following the instructions in the link

<https://studenti.uniroma2.it/immatricolazione/> and within **the deadlines** set out below:

SELECTION ROUND	Ranking Type	REGISTRATION DEADLINE
FIRST SHIFT (*)	Merit ranking and <i>possible sliding ranking</i>	From 15 July 2024 to 30 July 2024



Possible SECOND SHIFT (**)	Merit ranking	From 16 September 2024 to 30 September 2024
	<i>possible sliding ranking</i>	<i>From 2 October 2024 to 16 October 2024</i>

(*) The enrollment procedure is also mandatory for successful candidates in the **FIRST selection round** and who have already completed pre -enrolment.

(**) The successful candidates based on the rankings of the possible **SECOND selection round** (round reserved only for EU and non-EU candidates already regularly residing in Italy at the time of sending the application to participate in the competition) will have to proceed directly with registration according to the deadlines indicated above.

PLEASE NOTE: **It is not possible to enroll after the deadlines indicated above**. Those who do not complete all the requirements within the indicated deadlines will be considered to have withdrawn and the vacant positions will be reassigned in subsequent selection rounds.

For the candidates **with title abroad and non-EU citizens residing abroad visa applicants** to consult The following art. 13 of the present announcement.

candidates **legally residing in Italy referred to in art. 26 of law no. 189/2002**, in possession of a qualification obtained from an Italian institution, to complete enrollment they must first validate their residence permit at the Student Secretariat to which the Degree Course belongs. The residence permit must be valid and must fall within the typology required for access to higher education in Italy ([LEGISLATIVE DECREE 25 July 1998, n. 286](#)).

ART. 11 - Transfers, changes and course abbreviations

All university students interested in enrolling in the Degree Course in English "Business Administration and Economics " following **transfer** from other universities, **transfer** from other Degree Courses of the "Tor Vergata" University or **course abbreviation** (recognition of university training credits - renunciation of studies, forfeiture) must follow the **same procedure provided for in this announcement** for admission to the first year.

For **admission to the SECOND and THIRD year of the aforementioned degree course, the following limits of places available** in the reference cohorts are envisaged :

- a) **10 places available** for enrollment in the **second year (2023/2024 cohort)**
- b) **10 places available** for enrollment in the **third year (2022/2023 cohort)**

Therefore, the candidates, after having submitted an application for selection and taken the admission test, divided into two moments of evaluation (articles 3, 4) will be admitted on the basis of the criteria and rankings developed by the competent Commission (articles 5 and 6), respectively to:

- **SECOND year** of the course, in the case of recognition of a number of credits consistent with the chosen degree course equal to at least 27 CFU ;
- **THIRD year** of the course, in the case of recognition of a number of credits consistent with the chosen course equal to at least 54 credits (part of which was achieved by passing exams required

in the second year of the Degree Course provenance).

PLEASE NOTE:

For the recognition of CFUs, reference is made to the CFUs recognized by the degree course of destination and not to the CFUs obtained in the degree course of origin;

In the exam recognition procedure, all exams taken and recorded by **30 July 2024 will be considered** ;

The student must request an evaluation of their previous career from the Teaching Secretariat of the Degree Course in "Business Administration and Economics ", submitting all the necessary documents via email, by **30 November 2024** .

The evaluation of the previous academic career by the Degree Course Council will be carried out following enrollment and no later than **31 December 2024**.

The successful candidates based on the rankings referred to in article 8 will not have to follow the enrollment procedure referred to in article 10, but carry out the incoming transfer or course transfer procedures, described in the [Student Guide](#) , as well as scanning digitally and legibly the documentation proving the request for transfer (if coming from degree courses not related to the Faculty of Economics of our own University) or transfer (if coming from other Universities) and send it, with a request for confirmation of reading, to the following email addresses: segreteria-studenti@economia.uniroma2.it and bae@economia.uniroma2.it **from July 15th 2024 to 30 July 2024 (for all candidates who are winners in the first round), from 16 September to 30 September (for candidates who are winners in the possible second round), and from 02 October to 16 October (in case of scrolling of the ranking of the second round).**

It will be the responsibility of the Student Secretariat of the Faculty of Economics (art.16) to send, together with the reading confirmation, the further procedures to be completed on the University DELPHI website. Alternatively, it is possible to deliver said documentation proving the request for passage and transfer to the Student Secretariat Office of the Faculty of Economics during the opening hours to the public reported at the bottom of this announcement.

ART. 12 - Payment of taxes and university contributions

All information regarding the calculation of taxes and contributions, with the related deadlines and payment methods, will be available in the **2024/2025 Student Guide** published on the University portal: <http://web.uniroma2.it/> and <http://studenti.uniroma2.it/>

Furthermore, all the possibilities for total or partial exemption from paying taxes and contributions will be specified in the Guide (*).

For the specific Degree Course in Business Administration and Economics , all information on fees and contributions is available on the page:

<https://economia.uniroma2.it/ba/business-administration-economics/tuition-fees/>

() In particular, we would like to point out the exemption from paying the university contribution for the first year for all students who enroll for the first time at the University of Tor Vergata on a course of study for which the entrance qualification is a **diploma of high school diploma** , and have obtained a grade of **100/100 (or 60/60)** from an Italian educational institution . In this case only the stamp duty and the regional tax will have to be paid.*

ART. 13 - Candidates with a foreign qualification and international candidates residing abroad applying for visas

- Preliminary requirements for enrollment for international students residing abroad applying for visas

Before proceeding with enrolment, all international students residing abroad and requesting a visa, in order to obtain a visa, must follow the procedure for submitting the "pre-enrolment application" via the University portal (<https://www.universitaly.it/>) no later than **07/31/2024** then wait for the validation of the pre-enrolment application by the University and contact the relevant diplomatic representations to complete the required procedures. **The list of obligatory documents to be uploaded during the pre-registration procedures on the University platform are shown at the following links:**

- http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/6303
- https://web.uniroma2.it/en/percorso/admissions/sezione/how_to_enroll

THE candidates in possession Of a title Of study abroad they will be allowed at the selection with reserve . If they are winners , they will have to proceed with registration by following the instructions available at following links:

- http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/6303
- https://web.uniroma2.it/en/percorso/admissions/sezione/how_to_enroll

PLEASE NOTE: In case Of irregularities from the documentation provided relative to the title abroad, registration of the **student will be automatically cancelled of office.**

○ **Foreign access qualification**

Documents to present upon enrolment:

- **Final secondary school qualification obtained with at least 12 years of schooling**
- Certificate of verification of the final qualification issued by CIMEA to be requested online at the following link: <https://www.cimea.it/> . If the country that issued the final qualification is in the list of signatories of the Lisbon Convention*, it is possible to present the Certificate of correspondence which can be downloaded independently by the candidate free of charge on the ARDI platform: <https://ardi.cimea.it/it>
- If the country that issued the title is not in the list of signatories of the Lisbon Convention* it is mandatory to present the Certificate of comparability issued by CIMEA - <https://www.cimea.it/>
- certificate certifying the passing of the academic suitability test required for access to the University of the country of origin (e.g. GAO KAO for China, Vestibular for Brazil, Selectividad in Spain, etc.).
- school reports
- The summary of the pre-enrolment application as validated by the University (for non-EU students requesting visas).

*Albania, Andorra, Armenia, Australia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina , Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Iceland, Ireland, Israel, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, North Macedonia, Malta, Moldova, Monaco, Montenegro, New Zealand, Norway, Netherlands, Poland, Portugal, Romania, Russia, San Marino, Holy See (Vatican) , Serbia and Montenegro, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, Hungary, United Kingdom, United States of America

The candidate must be in possession of specific documentation regarding the qualification depending on the country that issued the qualification. All information regarding the specific documentation is published on the CIMEA website at the following link: <https://www.cimea.it/pagina-guide-e-pubblicazioni> in the section: Recognition of foreign qualifications: academic documentation and verification procedures

If the qualification was obtained at the end of a school course lasting less than 12 years , it is necessary to present, in addition to the original secondary school diploma, also the academic certification certifying the passing of all the required exams:

- for the first year of university studies, in the case of an eleven-year local school system;
- for the first two years of university studies, in the case of a ten-year local school system.

They can also be accepted as supplements to the path:

- final qualifications of post-secondary studies obtained in non-university higher institutes and in subjects similar to the chosen course;
- certifications from Italian universities certifying the successful completion of preparatory "Foundation Course" courses.

The aforementioned additional and complementary certifications to secondary school qualifications obtained with less than 12 years of schooling, in Italy only allow enrollment in the first academic year and cannot be further evaluated for enrollments with an abbreviated course in order to avoid double evaluation of the same qualifications.

The certifications of passing preparatory courses can also be used in order to fill those additional requirements required for entry to the courses, and which are different from the years of schooling, but in any case they cannot remedy the absence of a "Diploma of upper secondary school or other qualification obtained abroad, recognized as suitable" (DM 270/2004 and Presidential Decree 212/2005).

NB: In the event that the candidate for a study course presents a foreign qualification obtained through studies mainly carried out in Italy, even partial recognition of this qualification is subject to the accreditation procedure of the institution operating in Italy, as established by the Decree 26 April 2004, n. 214 "Regulation containing criteria and procedures for foreign higher education institutions operating in Italy for the purposes of recognition of the qualification issued by them (implementation of article 4 of law 11 July 2002, n. 148)",³⁷ in implementation of Article VI.5 of the Lisbon Convention.

For further details on the validity of qualifications obtained abroad, see the ministerial procedures published at the following link : <http://www.studiare-in-italia.it/studentistranieri/> . In particular, we invite you to consult Attachment [1](#) in the presence of a qualification from **the United States** (American High School Diploma), from the **United Kingdom** , or from **Greece** or issued by **university institutes of ecclesiastical studies based in Italy** approved by the Holy See, and [Annex 2](#) in the case of an Italian qualification obtained in border schools or Italian sections of foreign schools, an **International Baccalaureate** , from the Republic of San Marino, obtained from foreign schools operating in Italy or European schools.

- **NB: International students residing abroad applying for visas , who in the academic year . 2023/2024 have enrolled in single courses provided by the University of Tor Vergata or other universities, they must have passed at least one exam, of those purchased, by the deadline to complete enrollment ; the individual courses must be relevant or consequent to the Degree course in Business Administration and Economics .**

The international students **in possession Of a foreign qualification regularly residing in Italy must formalize, within the deadlines expected, the procedures Of matriculation through the Office Students International** , Street Krakow, 50 – 00173 ROME – Building D floor 0 room n. 1 (address email: international.students@uniroma2.it).

International students residing abroad requesting a study visa must complete enrollment in person at the International Students Secretariat by **20 December 2024**.

citizens in possession of a regular residence permit and with a qualification obtained in an Italian educational school must formalize enrollment at the Economics Student Secretariat.

ART. 14 - Students with disabilities or specific learning disorders

Students with a disability equal to or greater than 66% and/or with recognized handicap pursuant to art. 3, paragraphs 1 and 3 of law 5 February 1992, n. 104 and/or diagnosed with specific learning disabilities (DSA)



referred to in law no. 170/2010, upon registration on *Delphi*, pursuant to art. 2 of this notice, they can declare that they are students with disabilities or with DSA.

The aforementioned certifications must be sent, scanned in PDF format, to the CARIS Secretariat (to the email address: segreteria@caris.uniroma2.it), together with the request for dispensatory measures and compensatory tools (additional time, use of a non-scientific calculator and reader tutor, technological aids, LIS interpreters, etc.) possibly required for the access test.

Even **candidates with disabilities or with DSA residing in foreign countries**, who intend to take advantage of the aforementioned measures, must forward, scanned in PDF format, via e-mail to the CARIS secretariat at the following address: segreteria@caris.uniroma2.it, the certification accompanied by a sworn translation into Italian or English from the Italian embassy competent for the territory certifying the disability or DSA status.

The CARIS Secretariat will view the certifications and evaluate their suitability and consequently authorize the granting of the requested measures; will also inform the candidate via email.

NOTE GOOD : The University reserves the right to verify the veracity of all statements made. We also remind you that anyone who makes false statements, forms false documents or uses them, is punished in accordance with the penal code and the relevant laws on the matter.

Students with a disability equal to or greater than 66% or with recognized handicap pursuant to art. 3, paragraphs 1 and 3 of law 5 February 1992, n. 104 are totally exempt from paying university taxes and contributions for enrollment and will have to follow the same online enrollment procedure provided for all students, self-certifying the invalidity in the enrollment application itself.

Subsequently they must deliver to the CARIS Secretariat (email: segreteria@caris.uniroma2.it) all the documentation issued by the competent authorities certifying the state of disability.

In case of failure to present or non-suitability of the documentation presented by the student, the latter will be required to pay all university taxes and contributions.

For information and contacts, consult the website <http://caris.unroma2.it>

ART. 15 - Processing of personal data

All information regarding the contact details of the Data Controller and the Data Protection Officer, the type of data processed, the source of the personal data, the purposes of the processing and the legal basis, the recipients of the personal data and any transfers of data to the abroad, the retention times of personal data, the rights of the interested party, the obligation to provide data, the methods of data processing, the transfer of data abroad are contained in the Information pursuant to articles 13 and 14 of EU Regulation 2016/679 for users who intend to enroll in admission tests and state exams, for users who intend to enroll in study courses and for students, undergraduates, graduates, postgraduates, trainees and doctoral students of the 'University of Rome Tor Vergata which can be found at the link: <http://utov.it/s/privacy>

ART. 16 - Further information

Teaching Secretariat of the degree course in Business Administration and Economics, Via Columbia 2 - 00133 Rome (Building B, First Floor, Room 1A.12)

Telephone: + 39 06 7259 5800

E-mail: bae@economia.uniroma2.it

Student Secretariat of the Faculty of Economics : Via Columbia, 2 - 00133 Rome (Building B, ground floor).



Reception (**by appointment at the link** <https://prenotazioni.uniroma2.it/> click on “Secretariats”, then “Economics Secretariat”) on the days and times: Monday, Wednesday and Friday from 9.00 to 12.00 and Wednesday from 14.00 to 16.00.

E-mail: segreteria-studenti@economia.uniroma2.it

Public Relations Office (URP) Via Cracovia 98, Building C - first floor

Open to the public; Monday from 9.00 to 13.00, Wednesday from 9.00 to 13.00 and from 14.00 to 16.00
Friday from 9:00 to 13:00

E-mail: ratio.pubblico@uniroma2.it

Telephone: +39 06 7259 2542/3091

Website: www.urp.uniroma2.it

“Call Tor Vergata” service

Telephone answer

Telephone: +39 06 7259 3099

Monday to Thursday from 9:00 to 13:00 and from 14:00 to 17:00, Friday from 9:00 to 13:00

Student Reception Office/Welcome Office: Via Cracovia, 50 – 00133 Rome (Building C, first floor).

Reception by appointment: <https://prenotazioni.uniroma2.it/welcome-office/>

Website : http://web.uniroma2.it/en/contenuto/welcome_office-75072

Telephone: +39 06 7259 2817/3234

E-mail: welcome@uniroma2.it

International Students Secretariat : Via Cracovia, 50 - 00133 Rome (Building D, ground floor).

Telephone: +39 06. 7259 3231/2566/2567/3233

Reception on days and times: Monday, Wednesday and Friday from 9.00 to 12.00 and Wednesday from 14.00 to 16.00.

E-mail: international.students@uniroma2.it

CARIS Secretariat (Students with disabilities and DSA) – Educational building of the Engineering Macroarea – ground floor (Room L1) – Via del Politecnico, 1 - 00133, Rome

Telephone: +39 06 7259 7483 / +39 06 2022876

e-mail: segreteria@caris.uniroma2.it

Reception by appointment on the days and times: Monday, Wednesday and Friday from 9.00 to 12.00 and Wednesday from 14.00 to 16.00.

For further _____ information _____ consult : _____

- Website of the Ministry of University and Research - <https://www.mur.gov.it/it>
- University Portal - web.uniroma2.it
- Website of the Faculty of Economics - www.economia.uniroma2.it
- Website of the Degree Course in Business Administration and Economics - www.economia.uniroma2.it/bae .

THE GENERAL DIRECTOR THE RECTOR _____
Dr. Silvia Quattrociocche

Prof. Nathan Levialdi Dormouse n



(Document digitally signed pursuant to Legislative Decree 82/2005 as amended and related regulations)